



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 37 OF 2026  
DATE ISSUED 16 OCTOBER 2026

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 2. SMS pre-entry certificate

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

### AMENDMENTS

**PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF HEALTH: (Leratong Hospital):** Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 36 dated 09 October 2026, The URL have been amended as follows <https://jobs.gauteng.gov.za/> for the Medical Specialist: Obstetrics and Gynecology with Ref No: REFS/056644 and Medical Officer: Obstetrics and Gynecology with Ref No: REFS/056642.

**PROVINCIAL ADMINISTRATION: MPUMALANGA: DEPARTMENT OF COMMUNITY SAFETY, SECURITY AND LIAISON:** Kindly note that the Learnership Programme: Basic Traffic Officer's Diploma was advertised in Public Service Vacancy Circular 36 dated 09 October 2026. The Department has amended as follows: the correct application link is <https://forms.cloud.microsoft/r/tKW94ibBYF> and closing date is 30 October 2026.

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## DEPARTMENT OF AGRICULTURE (DOA)

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026 at 16:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>         | : | To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc.) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . Appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Service (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination. |

## OTHER POSTS

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 37/01</u></b>   | : | <b><u>DEPUTY DIRECTOR: HR POLICY REF NO: 3/3/1/94/2026</u></b><br>(This is a re-advertisement; candidates who previously applied are encouraged to re-apply)<br>Directorate: Human Resource Administration                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS).                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Gauteng: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Grade 12 certificate and a National Diploma (NQF 6) in Human Resource Management/ Public Management/ Public Administration. Minimum of 3 years' experience at junior management level in HR Policy environment. Job related knowledge: Knowledge of Human Resource Policies. Knowledge of Human Resource Prescripts. Job related skills: Communication skills (verbal and written). Strategic planning and leadership. Presentation and facilitation skills. Conceptual skills and human |

**DUTIES**

relations. Policy drafting (Report writing). Negotiations and consultation with relevant key stakeholders. Computer literacy skills. Problem solving skills. A valid driver's licence. Ability to travel and work irregular hours.

Monitor the development, review, alignment, and implementation of human resource policies in the department. Identify policies to be developed/ amended and aligned. Undertake gap analysis/ identify problems/ challenges/ research and best practices as and when required. Compile/ draft policies. Request inputs/ comment from stakeholders. Consider and consolidate inputs/ comment. Finalise draft policy. Consult policy at relevant forums (components, task teams, labour, DBC, management meetings). Finalise policy for consideration for approval from management (prepare memorandum/presentation). Assist and manage implementation of policy (communication). Monitor Human Resource policies to ensure consistent implementation and application in the department. Identify HR functions to be delegated in accordance with prescripts/ legislation. Compile/ draft delegations. Request inputs/ comment from relevant stakeholders. Consider and consolidate inputs/ comment. Consult relevant role players (Labour, legal, relevant component). Compile and finalise draft delegations (set of Delegations). Consult draft delegation at relevant forums if necessary. Finalise delegations for consideration for approval from management (prepare memorandum/ presentation). Assist and manage implementation of delegations (communication). Advocate Human Resource policies to ensure consistent implementation and application in the department. Issue / distribute approved policy. Arrange information sessions to advocate relevant policy (via Teams, Zoom or venue). Prepare/compile presentation on matter. Issue / distribute DOACOMMS with details of the session. Render / Assist / deal / advise on issues / matters and cases. Develop human resource plan in the department. Examine the department's strategic plan. Benchmark with other organisations. Compile HR Plan and its implementation plans. Submit HR Plan and its implementation plans. Submit HR Plan to the delegated authority for approval. Submit HR Plan to DPSA by 30 June as required. Ensure the alignment of the HR plan to address the gap between the demand and supply of human resources. Conduct workforce analysis and identify gaps (qualitative and quantitative). Identify human resource priority issues to determine the gaps. Conduct environmental scan internally and externally to determine trends that are likely to impact on HR planning. Compile monthly, quarterly and annual reports. Manage the review and alignment of HR plan to Medium Term Expenditure Framework (MTEF). Analyse performance and forecast future expenses. Determine available budget and capacity to implement HR plan.

**ENQUIRIES  
APPLICATIONS**

Mr C Mathebula Tel No: (012) 319 7322

Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [DDHRPrecluit94@nda.gov.za](mailto:DDHRPrecluit94@nda.gov.za)

**NOTE**

EE Target: Africans, Whites, Indians and Persons with Disability

**POST 37/02**

**SCIENTIST PRODUCTION GRADE-A: REF NO 3/3/1/97/2026**

Directorate: Food Safety and Quality Assurance

**SALARY**

R791 604 per annum, (OSD), (all-inclusive package structured in accordance with the OSD rules)

**CENTRE  
REQUIREMENTS**

Gauteng: Pretoria

Science degree (BSc)(Hon) in Food Sciences / Food Technology or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Job Related Work Experience: Minimum of three (3) years post-qualification experience. Job Related Knowledge: Applicants must have knowledge of Public Service and Departmental prescripts/policies. Public Finance Management Act (PFMA). Agricultural Products Standard Act 119 of 1990. International agreements, conventions and bilateral agreements relating to sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import requirements. Job Related Skills: Programme & project management. Scientific methodologies. Research & development. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgment. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organising. Conflict

**DUTIES**

management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.

: Develop and implement methodologies, systems and procedures. Evaluate, Compile and amend regulations, product standards, policies, guidelines with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified agricultural products destined for export, import and local markets and ensure that these are in compliance with international food safety and quality requirements. Obtain inputs from industry and other relevant role players with regard to the drafted product standards, policies, procedures and guidelines. Draft/amend regulations, export standards and requirements for local and imported agricultural products. Identify food safety and quality risks by monitoring international standards, best practices, and local conditions. Conduct a needs assessment and evaluate the results thereof. Compile draft legal framework and publish a government gazette notice to invite comments. Coordinate the publication of approved regulations in the government gazette. Improve internal processes by providing inputs into the drafting of policies and/or guidelines on the interpretation of the relevant Act and assisting with and reviewing of the implementation thereof by other divisions. Perform scientific analysis and regulatory functions. Provide technical advice and guidance on the interpretation and application of the legislative framework to stakeholders. Provide inputs in the drafting of policies and guidelines on the Agricultural Products Act (APS Act) and the implementation thereof by other divisions. Evaluate labels and / or marking requirements for agricultural products and make recommendations. Conduct import and export risk assessment on agricultural products and issue certification documentation accordingly. Process applications for dispensations, registrations, etc. Obtain, evaluate and disseminate information on international trends to local industries to keep them informed of new trends/requirements. Manage and maintain databases and information related to the following. registrations and /or cancellation of labels for the export of agricultural products, maximum residue limits (MRLs) for processed products, etc, destined for export, newly published regulations, import and export standards, notices and draft regulations and standards for gathering public comments, and Standard Operating Procedures. Research and Development. Liaise with national and international stakeholders, industry role players, other departments and DoA officials on technical matters related to food safety and quality assurance. Obtain, evaluate, update and disseminate the relevant international information to keep South African (SA) industries and other divisions informed of new trends/ requirements. Participate in the formulation of SA's positions in international meetings with regard to the harmonisation of food safety and quality assurance issues. Provide inputs (technical and scientific) on resolutions, guidelines, scientific papers, technologies, and production practices to ensure compliance with national and international food safety and quality requirements for agricultural products in terms of South Africa's membership to international standard-setting bodies (e.g, United Nations Economic Commission for European, Codex Alimentarius Commission, and Organisation for Economic Co-operation and Development etc.) Coordinate and participate in local meetings, workshops, seminars relevant to food quality and sanitary matters. Human Capital and Development. Mentor, train and develop staff in order to promote skills/knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff.

**ENQUIRIES  
APPLICATIONS**

: Dr Mbulaheni Mutengwe Tel No: (012) 319 6121  
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SPrecruit97@nda.gov.za](mailto:SPrecruit97@nda.gov.za)

**NOTE**

: EE Targets: African Males and Indian Females, and persons with disability.

**POST 37/03**

: **SENIOR AUDITOR: FINANCIAL AUDIT REF NO: 3/3/1/95/2026**  
Directorate: Performance and Financial Audit

**SALARY  
CENTRE  
REQUIREMENTS**

: R413 001 per annum (Level 08)  
: Gauteng: Pretoria  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6). Minimum of 2 years' experience in Financial Auditor. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based internal audit methodologies and

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|---------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |   | procedures and software. Job related skills: Communication skill (written and verbal). Interviewing skills. Analytical skills. Problem-solving skills. Computer literacy. Business process analysis skills. Risk and control assessment skills. A valid driver's license.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DUTIES</b>       | : | Perform the Planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the Planning Phase Deliverables of the performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Assistant Director: Financial Audit on a weekly basis. Perform the Execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the execution phase deliverables of the performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Assistant Director: Financial Audit on a weekly basis. Perform the defined scope of the Reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the execution phase deliverables of the performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Assistant Director: Financial Audit on a weekly basis. |
| <b>ENQUIRIES</b>    | : | Mr B Zwane Tel No: (012) 309 8753                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>APPLICATIONS</b> | : | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:SAFArecruit95@nda.gov.za">SAFArecruit95@nda.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>NOTE</b>         | : | EE Target: African Males and Persons with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>POST 37/04</b>   | : | <b><u>LAND USE OFFICER REF NO 3/3/1/98/2026</u></b><br>Directorate: Land and Soil Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SALARY</b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>CENTRE</b>       | : | Gauteng: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>REQUIREMENTS</b> | : | Applicant must be in possession of a Grade 12 certificate and a National Diploma within Agriculture disciplines (NQF Level 6). A minimum of one (1) year experience. Job related knowledge: Public Service Regulations. PFMA. CARA. SALA. PDALA. Natural agricultural resources of South Africa. Natural resources / environmental legislation. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Law enforcement. Interpretation skills. Problem solving. Analytical skills. Negotiations skills. Listening skills. Computer literacy. Report writing. Valid driver's license. Working extended hours and travelling.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>DUTIES</b>       | : | Promote the preservation and sustainable development of agricultural land. Assist with the development of norms and standards. Provide technical inputs on SALA / PDALA assessment criteria. Provide technical inputs on the development of PDALA Regulations. Promote the preservation of agricultural land by municipalities and other stakeholders. Review and update list of properties to be excluded from SALA / PDALA. Implement regulatory, technical, strategic and administrative frameworks. Conduct desktop analysis to provide technical inputs on the evaluation of SALA / PDALA applications, including compilation of maps. Determine land use status: agricultural land / non-agricultural land and nature of applications. Consult applicable legislations concerning land use. Review applications to ensure compliance with land use guidelines and legislations. Compile technical evaluation reports for the review of SALA / PDALA applications based on the desktop analysis and technical interpretation in relation to the application details. Submit applications to committee with recommendations to make                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

determinations about application based on the guidelines, norms and standards. Present applications to the evaluation review committee for consideration by the Delegate of the Minister. Maintain a record of applications progress for applications under review. Provide monthly reports on hectares retained or lost and related statistical information on land used related applications. Verify completeness of new applications. Update the Helpdesk and related operational systems. Draft monthly progress reports. Assess, interpret and create maps, aerial photography and satellite images of Agricultural land. Collaboration with relevant spheres of government and affected stakeholders involved with the administration of land use. Apply technical and legislative and compliance in responding to land use and related enquiries. Advise stakeholders / applicants on procedures, norms and standards on land use matter related to SALA / PDALA to ensure compliance to the legislations. Attend to enquires of public, professional land surveyors, planning community and attorneys. Participate with demarcation of agricultural land with municipalities and departments responsible for municipalities and traditional areas. Participate in intergovernmental and other stakeholders' forums. Advise and take remedial actions on the land use matters. Human Capital Development. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.

**ENQUIRIES  
APPLICATIONS**

: Dr S Shikwambana Tel No: (012) 319 7563  
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [LUOrecruit98@nda.gov.za](mailto:LUOrecruit98@nda.gov.za).

**NOTE**

: EE Targets: African, Coloured, White Males and Indian Females, and persons with disability.

**POST 37/05**

: **SENIOR AGRICULTURAL REGISTRATION OFFICER: REF NO: 3/3/1/99/2026**  
Directorate: Agriculture Inputs Control

**SALARY  
CENTRE  
REQUIREMENTS**

: R413 001 per annual (Level 08)  
: Gauteng: Pretoria  
: Applicant must be in possession of a Grade 12 certificate and National Diploma or B-Degree in Public Management / Public Administration / Office Administration / Business Administration / Business management (NQF 6). Must have a minimum of two (2) years relevant experience of administration in the regulatory environment. Job-Related Knowledge: Knowledge of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act No.36 of 1947 together with its regulations and standard operating procedures. Public Service Regulations, Procurement procedures. Regulations relating to agricultural inputs, pest control operators and sterilizing plants. Public Finance Management Act (PFMA), Planning and organizing. DPSA HR policies and prescripts. Job Related Skills: Supervisory skills, Planning and executions, Good interpersonal skills, Problem solving skills, Computer literacy, report writing, Ability to communicate well with people at different levels. Customer services skills, Telephonic etiquette, Motivational skills, Innovative thinking and Communication skills (verbal & written). The candidate must be willing to work extended hours and be in a possession of a valid driver's license.

**DUTIES**

: To coordinate and oversee the provision of administrative services in the registration of agricultural inputs in line with relevant legislations. Manage the registration of agricultural remedies applications in terms of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No. 36 of 1947). Respond to routine enquires with both the internal and external stakeholder. Develop and ensure maintenance of information databases and records management system. Verify the correctness of the registration documents issued to stakeholders. Compile correspondence to clients and external and internal stakeholders in relation to the registration applications. Compile statistical information/reports relating to the registration applications. Liaise with the Agricultural Management Advisors or Registrar for processing of registration applications. Represent the unit at the stakeholder liaison meetings. Oversee and provide general financial administrative support for registration of Agricultural Inputs. Facilitate payment to service providers for service rendered. Ensure that the prescribed registration application fees are paid as per the regulations. Locate and verify the payment of application received. Verify and reconcile the revenue collected through ledger notices. Provide support in the review of tariffs for services offered by the directorate.

|                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |   | Facilitate the refunding of overpayments or duplicate revenue. Assist auditors with audit process in the directorate. Process minor Agricultural Inputs registration applications. Receive and verify documentation for minor applications (e.g. renewal of products, products name changes and product ownership changes). Ensure that the correct prescribed tariffs are paid. Approve minor applications and issue certificate accordingly. Staff Supervision. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ENQUIRIES</b>    | : | Mr David Motloi Tel No: (012) 319 6889                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>APPLICATIONS</b> | : | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:SAROrecruit99@nda.gov.za">SAROrecruit99@nda.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>NOTE</b>         | : | EE Target: African Males and African, Coloured and Indian Females, and persons with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>POST 37/06</b>   | : | <b><u>ADMINISTRATION CLERK: LOSSES &amp; CLAIMS REF NO: 3/3/1/96/2026</u></b><br>Directorate: Demand and Acquisition Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>SALARY</b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CENTRE</b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>REQUIREMENTS</b> | : | Applicant must be in possession of a Grade 12 certificate. No experience required. Job related knowledge: Knowledge of basic accounting principles. Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Good verbal and written communication skills. Planning and organisation skills, Computer literacy. Interpersonal relations. Flexibility and Ability to work within a team.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DUTIES</b>       | : | Administration of losses and claims. Conduct compliance review on losses and claims invoices. Ensure cases files are opened, labelled correctly and with supporting documents. Conduct investigations of losses and claims by liaising with different stakeholders. Follow-up timeously on any outstanding information. Compile memos to Legal Services to obtain a legal opinion. Maintain and update registers for losses and claims. Clearing of suspense account. Compile journals to clear the Damage Vehicle Suspense Account. Prepare reconciliation of processed journals to Losses & Claims Registers for accuracy and completeness. Provide personnel administration clerical support services within the component. Perform leave administration for component. Serve as Local Transport Control Officer. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. |
| <b>ENQUIRIES</b>    | : | Ms Kholofelo Mathye Tel No: (012) 312 9367                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>APPLICATIONS</b> | : | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:ACLCreruit96@nda.gov.za">ACLCreruit96@nda.gov.za</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>NOTE</b>         | : | EE Target: African Males, Coloured Males, Indian Females and Persons with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b><u>APPLICATIONS</u></b> | : | Applications must be mailed timeously 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. No late applications will be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within a month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. |

**INTERNSHIP PROGRAMME 2026/2028**

*The Civilian Secretariat for Police Service invites unemployed South African graduates to apply for the 2026/28 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree/ Honour's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.*

**OTHER POSTS**

|                            |   |                                                                                                     |
|----------------------------|---|-----------------------------------------------------------------------------------------------------|
| <b><u>POST 37/07</u></b>   | : | <b><u>INTERN CIVILIAN OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/22/2026</u></b>               |
| <b><u>STIPEND</u></b>      | : | R8 174.75 per month                                                                                 |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Degree or National Diploma in Forensic Investigation.                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms R Sadiki Tel No: (012) 4931 442                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Can also be emailed to <a href="mailto:Rachel.Sadiki@csp.gov.za">Rachel.Sadiki@csp.gov.za</a>       |
| <b><u>POST 37/08</u></b>   | : | <b><u>INTERNAL COMMUNICATION REF NO: CSP/23/2026</u></b>                                            |
| <b><u>STIPEND</u></b>      | : | R8 174.75 per month                                                                                 |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Degree or National Diploma in Graphic Design.                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Mashifane Tel No: (012) 4931 435                                                               |
| <b><u>APPLICATIONS</u></b> | : | Can also be emailed to <a href="mailto:Makadi.Mashifane@csp.gov.za">Makadi.Mashifane@csp.gov.za</a> |
| <b><u>POST 37/09</u></b>   | : | <b><u>OFFICE OF THE SECRETARY REF NO: CSP/24/2026 (X2 POSTS)</u></b>                                |
| <b><u>STIPEND</u></b>      | : | R8 174.75 per month                                                                                 |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Degree or National Diploma in Public Administration.                                                |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Masoma Tel No: (012) 4931 397                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Can also be emailed to <a href="mailto:Portia.Masoma@csp.gov.za">Portia.Masoma@csp.gov.za</a>       |
| <b><u>POST 37/10</u></b>   | : | <b><u>CORPORATE SERVICES REF NO: CSP/25/2026 (X2 POSTS)</u></b>                                     |
| <b><u>STIPEND</u></b>      | : | R8 174.75 per month                                                                                 |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Degree or National Diploma in Information Technology/ Computer Science.                             |
| <b><u>ENQUIRIES</u></b>    | : | Ms NM Sefiti Tel No: (012) 4931 388                                                                 |

**APPLICATIONS** : Can also be emailed to [Nancy.sefiti@csp.gov.za](mailto:Nancy.sefiti@csp.gov.za)

**POST 37/11** : **INTERNAL AUDIT REF NO: CSP/26/2026**

**STIPEND** : R8 174.75 per month

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma or Degree in Internal Auditing.

**ENQUIRIES** : Ms NM Sefiti Tel No: (012) 4931 388

**APPLICATIONS** : Can also be emailed to [Lindiwe.Tubana@csp.gov.za](mailto:Lindiwe.Tubana@csp.gov.za)

## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Women, Youth and persons with disabilities are encouraged to apply.*

|                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>CLOSING DATE</b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>NOTE</b>         | : | Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on <a href="http://www.cogta.gov.za">www.cogta.gov.za</a> , click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS position will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessment to assess cognitive capability, behavioural preferences, emotional intelligence, and integrity. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply. |

## MANAGEMENT ECHELON

|                     |   |                                                                                                                                                                                                                      |
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| <b>POST 37/12</b>   | : | <b><u>DIRECTOR: MUNICIPAL PROPERTY VALUATION REF NO: D-MP/03</u></b>                                                                                                                                                 |
| encouraged          | : | This is a re-advertisement, Candidates who previously applied are to re-apply, as previous applications will not be considered.                                                                                      |
| <b>SALARY</b>       | : | R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.  |
| <b>CENTRE</b>       | : | Pretoria                                                                                                                                                                                                             |
| <b>REQUIREMENTS</b> | : | An undergraduate qualification in Property Studies, Real Estates, Property Evaluation and Management or equivalent qualification at NQF 7 as recognised by SAQA. 5 years of experience at a middle/senior managerial |

level in the Property Valuation field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Extensive travelling. Registration as a Professional Valuer in terms of Property Valuers Profession Act, 2000 (Act 47 of 2000). Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of: MPRA and provisions of any legislation that must be considered in valuing specific properties. Valuation principles and techniques. Undertaking valuations of all types of properties. Mass appraisal techniques and processes. Ability to create and analyse datasets. Geographical Information Systems (GIS).

**DUTIES** : The successful candidate will perform the following duties: Provide directions on the development of guidelines/circulars / regulations and / or amendments to the MPRA. Oversee the monitoring and support of municipal compliance with the provisions of the Municipal Property Rates Act (MPRA) in respect of the preparation of valuation and supplementary valuation rolls. Oversee the investigation and issuing of a public report on the effectiveness, consistency, uniformity and application of municipal valuations for rates purposes with respect to selected municipalities. Oversee the monitoring and support provincial departments responsible for local government on the valuation aspects of the MPRA vested with provinces. Oversee the research and development in the professional valuation field for continuous improvement/ enhancement where required, considering critical decisions of Valuation Appeal Boards and international developments in the property valuation field.

**ENQUIRIES** : Dr K Naidoo at 064 752 5617

**APPLICATIONS** : Applications must be submitted electronically via email to: [dcog20@tttrecruitment.co.za](mailto:dcog20@tttrecruitment.co.za)

For application enquiries contact: To the T Recruitment Tel No: (010) 102

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#### OTHER POSTS

**POST 37/13** : **DEPUTY DIRECTOR: BRANCH COORDINATOR: NATIONAL DISASTER MANAGEMENT CENTRE REF NO: DD/BC/NDMC-01**

**SALARY** : R932 292 per annum (Level 11)

**CENTRE** : Pretoria

**REQUIREMENTS** : A 3-Year National Diploma or Bachelor's Degree in Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook, etc.). Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Executive Office Management. Advanced computer proficiency. Coordination and consolidation of documents.

**DUTIES** : The successful candidate will perform the following duties: Quality assurance, assess and monitor Branch compliance on the content of incoming and outgoing submissions and correspondence. Consolidate Branch inputs for the departmental strategic plan, annual performance plan, Operational Plan, Risk Register and monitor/track branch performance. Coordinate the Cabinet, Parliamentary, Risk and Audit matters related to the Branch. Coordinate budget and monitor expenditure of the Branch. Prepare Branch performance reports for Executive Management Committee (EXCO), Ministerial Executive Committee (MINEXCO), Quarterly Review Meeting (QRM), Joint Branch Management Committee (JBMANCO) and provide secretariat services to Branch meetings.

**ENQUIRIES** : Ms EJ van Wyk at 064 850 8845

**APPLICATIONS** : Applications must be submitted electronically via email to: [dcog18@tttrecruitment.co.za](mailto:dcog18@tttrecruitment.co.za)

For application enquiries contact: To the T Recruitment Tel No: (010) 102

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| <b><u>POST 37/14</u></b>   | : | <b><u>DEPUTY DIRECTOR: AWARENESS AND ADVOCACY REF NO: DD/AA-02</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | A 3-Year National Diploma or Degree in Disaster Management / Development Studies / Social Sciences or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Disaster Management. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's licence. Extensive travelling. Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Disaster Management Legislation, Frameworks and Policies. Public service Acts and Regulations. Functioning of Provincial and Local Government. Skills development and Training. Knowledge generation and dissemination. |
| <b><u>DUTIES</u></b>       | : | The successful candidate will perform the following duties: Manage the development and implementation of the Integrated Public Awareness Strategy (IPAS). Manage the coordination and implementation of national public awareness and advocacy campaigns, as well as commemorative events. Manage the development and dissemination of strategic disaster risk communication and public awareness content to support the implementation of the Integrated Public Awareness Strategy (IPAS). Manage the coordination of the National Capacity Building Coordinating Committee for disaster management awareness, advocacy and capacity development.                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms C Nonjola at 071 724 2789                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted electronically via email to: <a href="mailto:dcog19@tttreruitment.co.za">dcog19@tttreruitment.co.za</a><br>For application enquiries contact: To the T Recruitment Tel No: (010)102 3607                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/15</u></b>   | : | <b><u>ASSISTANT DIRECTOR: RESEARCH AND EVALUATION COORDINATION REF NO: AD:R&amp;EC</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | A 3-Year National Diploma or Degree in Political Science / Development Studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and travelling. Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Research methodology. Policy analysis. Methods to analyse issues and trends pertinent to the mandate of Cooperative Governance.                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | The successful candidate will perform the following duties: Conduct policy analysis and support policy development projects. Conduct applied research in key priority areas using a variety of analytical methods and techniques. Develop and refine decision support products including memoranda, policy papers, briefing notes, concept documents and any other inputs into draft legislation. Write reports, presentations and/or short study-briefs for non-research audiences. Coordinate requests from internal and external students seeking to undertake academic research within the Department.                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr R Plank, Tel No: 084 706 4672                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted electronically via email to: <a href="mailto:adrec@ntirho.co.za">adrec@ntirho.co.za</a><br>For application enquiries contact: Vanessa Cox Tel No: (010)593 1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/16</u></b>   | : | <b><u>ASSISTANT DIRECTOR: TRANSPORT AND TRAVEL MANAGEMENT REF NO: ADTTM06</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | A 3-Year National Diploma or Degree in Public Management or Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a relevant field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). Generic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                            |   | Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Public Finance Management Act, Treasury Regulations, Transport and Fleet Management. Contract Management. National Travel Policy Framework.                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | The successful candidate will perform the following duties: Coordinate provision of travel services through an online booking tool. Coordinate provision of fleet and transport services. Monitor implementation of transport and travel contracts. Monitor fleet tracking systems and emergency responses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Dr M Modise at 082 311 2134                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted electronically via email to: <a href="mailto:response2@multilead.co.za">response2@multilead.co.za</a><br>For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103/4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 37/17</u></b>   | : | <b><u>SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT, SUPPLIER PERFORMANCE AND REPORTING REF NO: SSCMDSPR</u></b><br>This is a re-advertisement. Candidates who previously applied are encouraged to re-apply, as previous applications will not be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | A 3-Year National Diploma or Bachelor's Degree in Logistics / Purchasing and Supply Chain Management or equivalent qualification at NQF 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: In-depth knowledge of: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems, i.e. LOGIS and BAS. Tender and contract administration. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.                                     |
| <b><u>DUTIES</u></b>       | : | The successful candidate will perform the following duties: Update and maintain the Department's annual demand and procurement plan to ensure alignment with strategic objectives. Report on the progress of the procurement plan on a monthly, quarterly, and annual basis. Coordinate the drafting of specifications and terms of reference in compliance with the Departmental Supply Chain Management (SCM) policy and relevant legislation. Coordinate Bid Specification Committee (BSC) and Bid Adjudication Committee (BAC) meetings to facilitate the compilation, consideration, and approval of terms of reference. Maintain and update the SCM registers (contract, deviation, variation and expansion etc.) ensuring accuracy and completeness.                    |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Mabija at 083 303 4051                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted electronically via email to: <a href="mailto:recruitment35@cogta.gov.za">recruitment35@cogta.gov.za</a><br>for application enquiries contact: Mr s Ramphisa at 064 000 8438                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/18</u></b>   | : | <b><u>SENIOR PERSONNEL OFFICER: REMUNERATION AND CONDITIONS OF SERVICE REF NO: SPORCS07</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | A 3-Year National Diploma or Bachelor's Degree in Human Resource Management or equivalent qualification at NQF 6/7 as recognised by SAQA. 2 years' experience in Human Resource environment. Advantage: Experience in service conditions and benefits environment will be an added advantage. Proficient in PERSAL and Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook, etc.). Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Knowledge of: Human Resource Management practices. Public Service Act. Public Service Regulations. Human Resource Management Policy. Protection of Personal Information Act. Determinations |

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|                            |   | on Leave and Special Leave in the Public Service. Financial Manual. Guide for members of the Executive. Broad knowledge of PERSAL. DPSA Professionalisation Directives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | The successful candidate will perform the following duties: Facilitate the process of conditions of service such as appointments, promotion, transfers, relocations, resettlement, long service awards, leave, Policy on Incapacity Leave and Ill Health Retirement (PILIR), Injury on duty (IOD), and allowances. Implement human resource information on PERSAL, as well as data integrity and reporting of remuneration and conditions of service matters. Implement Remuneration and Conditions of Service policies, procedures, systems and templates. Implement the process of Termination of Service such as retirement, resignation etc. |
| <b><u>ENQUIRIES</u></b>    | : | Ms L Malahlela at 071 172 3695                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted electronically via email to: <a href="mailto:response3@multilead.co.za">response3@multilead.co.za</a><br>For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103/4                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/19</u></b>   | : | <b><u>ADMIN OFFICER: VETTING REF NO: AOV08</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | A 3-year National Diploma or Degree in Security Risk Management or equivalent qualification at NQF 6/7 as recognized by SAQA. 2 years' experience' in security services. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Reliability. Communication. Teamwork. Planning and Execution. Technical Competencies: Office administration. Minimum Information Security Standards (MISS) report- security services. Occupational Health and Safety Act.                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | The successful candidate will perform the following duties: Issuing and receiving Z204 application forms. Capturing Z204 forms on the Security Vetting Database (SVIS). Updating and monitoring vetting database/status. Ensuring delivery or collection of security documents as well as handling enquiries regarding the status of security clearance applications and providing statistics and progress. Promoting relationships with external stakeholders i.e. SAPS, SSA and appointed credit bureaus.                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Mbengashe at 064 850 8831                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted electronically via email to: <a href="mailto:response4@multilead.co.za">response4@multilead.co.za</a><br>For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103/4                                                                                                                                                                                                                                                                                                                                                                                                                        |

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b><u>CLOSING DATE</u></b> | : | 30 October 2026 at 16:00 (walk-in) and 23:59 (online)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the old Z83 application form will not be considered. Each application for each post (s) must have its own application form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV and a completed, initialled and signed Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). |

## OTHER POSTS

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| <b><u>POST 37/20</u></b>   | : | <b><u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/8/193</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Provincial Office: Northern Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Three years tertiary qualification in Public Administration/ Business Administration or equivalent. Certificate in Project Management methodologies will be added advantage. Four (4) years' experience functional experience relevant experience in project management environment or equivalent. Knowledge: Public Financial Management Act (PFMA). Public Services Regulations (PSR). Labour Activation Framework. Skill Development Act (SDA). Project Management Principles (PMP). Diversity Management. Basic Educational and Training (BET). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Project Management Methodologies (PMBOK). Skills: Negotiation. |

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|                            |   | Interpersonal. Presentation. Problem Solvig. Planning and organising. Policy analysis and Interpretation. Communication (Verbal and Written) Computer Literacy. Report writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Implement training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management system and ensure that records in the section are maintained. Conduct advocacy campaigns to create awareness on Labour Activation Programmes.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms Sherelda Kleinsmith Tel No: (053) 838 1517                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | EE targets- Priority will be given to African Females, Coloured Males, Indian Males, Indian Females, White males.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/21</u></b>   | : | <b><u>BCEA INSPECTOR REF NO: HR4/4/8/192</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Labour Centre: Upington                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid motor vehicles driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act. Immigration Act. Skills: Facilitation skills, Planning and Organising, Leadership, Computer literacy, Interpersonal skills, Problem-solving skills, Interviewing skills, Presentation skills, Written and Verbal communication skills, Innovative, Analytical.                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms Sherelda Kleinsmith Tel No: (053) 838 1517                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Upington Labour Centre – Email: <a href="mailto:NC-Upington@labour.gov.za">NC-Upington@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | EE targets- Priority will be given to Coloured Males, Indian Males and Females, White Males.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 37/22</u></b>   | : | <b><u>SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO HR4/26/10/02HQ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | A Qualification at NQF6 as Recognised by South African Qualification Authority (SAQA) In Accounting/ Cost and Management Accounting/ Financial Management/ Internal Audit. Two (2) years functional experience in Finance / Accounting environment. Knowledge: Departmental policies and procedures, Batho Pele principles, Extensive knowledge of BAS, Basic knowledge of PERSAL and LOGIS, Financial Regulations, Delegation of Authority, Computer knowledge, in particular Microsoft Excel, knowledge of prescripts and guidelines on financial reporting for National Departments, Treasury Regulations. Skills: Computer (MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook), Writing, Accounting, Communication (Verbal and Written), Analytical, Planning and Organising, Innovative, Problem-solving. |
| <b><u>DUTIES</u></b>       | : | Ensure correct allocation of expenditure, revenue, assets and liabilities. Accurately prepare and timely submit the Department's financial statement. Supervise the staff in the Sub-section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Cecil Lechalaba Tel No: (012) 309 4409                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ11@labour.gov.za">Jobs-HQ11@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | EE targets-Priority will be given to Coloured Males and Females, Indian Males and Females, White Males                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>POST 37/23</b>          | : | <b><u>ADMINISTRATION OFFICER: EMPLOYER SERVICE REF NO: HR4/4/9/29</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R338 106 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Provincial Office – KwaZulu Natal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Undergraduate qualification (NQF level 6) as recognised by SAQA in Social Science (Psychology)/ Public Management/ Public Administration/ Business Management/ Business Administration. One (1) year functional clerical/ administrative experience in Public Employment Services. Knowledge: ILO Conventions. Financial Management. Human Resource Management. Skills Development. Immigration Act. Employment Service Act. Unemployment Insurance Act. Compensation for Occupational Injuries and Diseases Act. PFMA. Public Service Act. Skills: Planning and organising. Communication (Oral and written communication skills). Computer. Analytical. Presentation. Interpersonal. Report Writing. Information Management. |
| <b><u>DUTIES</u></b>       | : | Provide administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Provide administrative support for capacity building of ESSA end users. Coordinate Provincial opportunities from key stakeholders and DEL placement service opportunities.                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms PZ Maseko Tel No: (031) 366 2246                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Director: Public Employment Services, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: <a href="mailto:Jobs-KZN14@labour.gov.za">Jobs-KZN14@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | EE targets- Indian Males, Indian Females, and Persons with disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POST 37/24</b>          | : | <b><u>BCEA INSPECTOR (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R280 278 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Calvinia Labour Centre Ref No: HR 4/4/8/190 (X2 Posts)<br>Upington Labour Centre Ref No: HR 4/4/8/191 (X1 Post)<br>Kuruman Labour Centre Ref No: HR 4/4/8/180(X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Three (3) years relevant qualification (NQF6) in Labour Relations/BCOM Law/ LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work), Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated.                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms Sherelda Kleinsmith Tel No: (053) 838 1517                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road<br>Calvinia Labour Centre-Email: <a href="mailto:Jobs-NCCAL@LABOUR.gov.za">Jobs-NCCAL@LABOUR.gov.za</a><br>Upington Labour Centre – Email: <a href="mailto:NC-Upington@labour.gov.za">NC-Upington@labour.gov.za</a><br>Kuruman Labour Centre – Email: <a href="mailto:NC-Kuruman@labour.gov.za">NC-Kuruman@labour.gov.za</a>                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | EE targets-Priority will be given to Coloured Males, Indian Males and Females, White Males.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>POST 37/25</b>          | : | <b><u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/8/194</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R280 278 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Postmarsburg Labour Centre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 / National Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone Etiquette, Interviewing, Ability to Interpret Legislation.                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Render registration services of work-seekers on ESSA. Render registration administrative services of work and learning opportunities on ESSA. Refer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                            |   | work seekers for Employment Counselling services. Provide administrative support with the filling of work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms Sherelda Kleinsmith Tel No: (053) 838 1517                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a>                                                                              |
| <b><u>NOTE</u></b>         | : | EE targets-Priority will be given to Coloured Males, Indians Females, Whites Males.                                                                                                                                                                                                 |
| <b><u>POST 37/26</u></b>   | : | <b><u>PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/1/13</u></b>                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | East London Provincial Office                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Matriculation/ Grade 12 Senior Certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles. Skills: Computer Literacy, Analytical, Communication, Planning and Organising. |
| <b><u>DUTIES</u></b>       | : | Facilitate and provide administrative support for service benefit of employees, provide support to the recruitment and selection processes, Capture and update all personal data on PERSAL system, Attend to Clients enquiries.                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr. S Joko Tel No: (043)701 3030                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Deputy Director: Human Resource Management: Private Bag X9005, East London, 5201.                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | EE targets-Priority will be given to Coloured Males, Coloured Females, Indian Females, Indian Males, White Males, African Females, White Females and People with Disabilities.                                                                                                      |

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.environment.gov.za/>
- CLOSING DATE** : 02 November 2026 at 16:00. No late applications will be accepted
- NOTE** : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity 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.
- ERRATUM:** Kindly note that closing date for the post of Deputy Director-General: Oceans and Coasts with Ref No: OC28/2026 advertised in the Public Service Vacancy Circular 36 dated 09 October 2026 with the closing date of 26 October 2026 has been extended to 09 November 2026. Kindly note that the salary post for the Administration Clerk: Accommodation & Auxiliary (Bisho) with Ref No: CMS-CT14/2026 advertised in the Public Service Vacancy Circular 36 dated 09 October 2026 with the closing date of 26 October 2026. The salary for the post is R237 453 per annum.

## MANAGEMENT ECHELON

**POST 37/27** : **DIRECTOR: OCEANS AND COASTS ENFORCEMENT REF NO: RCSCM22/2026**

**SALARY** : R1 317 384 per annum, (all-inclusive salary package)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An Undergraduate qualification (NQF7) in natural science/conservation / environmental science / environmental management or law or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience at middle/senior managerial level within the environmental management space, primarily focusing on coordinating national enforcement activities and coordinating enforcement operations. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Functional experience and knowledge of enforcement processes and criminal justice system. Knowledge: Environmental/ biodiversity policies, legislation, relevant international instruments, civil procedure, criminal procedure and processes, constitutional law and administrative law. Audit procedures and risk management, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, Skills & Competencies: Good written and verbal communication skills. 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. Adequate skills in computer use, Adequate skills in respect of formal presentation and public speaking; Good interpersonal relations and diplomatic skills, Relationship Management, Stakeholder engagement, Public Relations, Strategic Capability and Leadership, Performance Management, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Ability to work individually and in a team, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self supervision, Highly developed sense of honesty, Protect the confidentiality of documents. Must have a valid driver's licence and willingness to travel.

**DUTIES** : Coordinate criminal investigations in relation to environmental transgression related to oceans and coasts. Enforce environmental legislation related to oceans and coasts through facilitation of inspections and investigations to verify environmental transgressions. Coordinate joint operations and national projects. Facilitate and undertake awareness and capacity development focused on compliance and enforcement of the Integrated Coastal Management Act and other legislation that applies within the ocean and coastal environment. Plan and execute training for Prosecuting Authority, Justice and other Law Enforcement agencies. Stakeholder Engagement and Co-operate with and liaise with enforcement stakeholders on matters relating to oceans and coasts enforcement activities at a national level, programmes and projects.

**ENQUIRIES** : Ms F Craige Tel No: (012) 399 9460

#### **OTHER POSTS**

**POST 37/28** : **SCIENTIST PRODUCTION GRADE A: SMALL PELAGIC FISH AND FISHERIES REF NO: FIM26/2026**

**SALARY** : R791 604 per annum, (OSD)  
**CENTRE** : Cape Town (Foretrust Building)  
**REQUIREMENTS** : BSc (Hons) Natural Science (NQF Level 8) or relevant qualification as recognized by SAQA. Three (3) years relevant scientific experience post BSc qualification and compulsory registration with SACNASP as a Professional Natural Scientist. Theoretical and/ or practical knowledge of fisheries and biological research activities. Small pelagic fish and fisheries resources and sustainable management thereof. Scientific methodologies and models. Scientific research and development. Data analysis and statistics with a strong quantitative focus. Familiarity with software applications for the storage and manipulation of large datasets and statistical analysis of data, in particular the MS Access database environment and the statistical programming language 'R'. Proven ability to carry out quantitative analyses. Research and development; Programme and project management; Decision

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|                            |   | making; Team leadership; Communication; Planning and organising; and Computer literacy. Ability to formulate and write reports and peer-reviewed scientific papers and scientific reviews. Ability to develop and apply policies. Ability to identify research gaps and develop an appropriate research programme. Ability to gather and analyse information. Ability to work under pressure and submit documents to local and international fora within required timeframes. Ability to work individually and in a team. Ability to work under extreme pressure. Ability and willingness to work at sea.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Conduct research on pelagic fish and fish species, conduct research surveys, contribute to stock assessments, and provide scientific advice for optimal resource utilisation and sustainable fisheries management. Develop and implement methodologies, policies, systems and procedures. Conduct research and development. Identify research gaps and contribute to the development of appropriate scientific interventions. Participate in Scientific Working Groups and provide scientific inputs into fisheries management and policy development. Engage with fisheries managers, industry, research institutions and other stakeholders. Perform scientific analysis and regulatory functions. Manage human capital development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms Zimasa Jika at (082) 332 7943                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/29</u></b>   | : | <b><u>ASSISTANT DIRECTOR: MEDIA AND EDITORIAL SERVICES REF NO: CMS-CT16/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Journalism, Media Studies, Communication, Marketing, Digital Marketing or Public Relations qualification recognised by SAQA. A minimum of three years (3) experience in Media Relations, Editorial, Corporate Communication, Social Media or relevant field. Knowledge Desktop publishing and production, printing process/production, Marketing and campaigns. Knowledge of administration fields, Public Service prescripts and procedures as well as Departmental procedures, policies. Skills: Good communication (verbal and written), organising, planning skills, effective customer relationships management and personnel skills. Good interpersonal relations, Effective analytical skills, be able to engage with senior managers and work under pressure and extra hours. Ability to develop and apply policies. Ability to work individually and in to lead multidisciplinary team. Ability to work under extreme pressure and organise and plan under pressure. Good interpersonal relations skills. Ability to take initiatives and provide creative solutions. Ability to work with difficult persons and resolve conflict. Willingness to travel and work extended hours. Must have a valid driver's license. |
| <b><u>DUTIES</u></b>       | : | Provide Media Relation Support. Coordinate responses to media queries from branches daily. Draft and implement media plans for departmental events, draft and distribute media invitations and monthly media reports. Draft and implement social media plans for Departmental events and awareness programmes. Provide photography and video services. Provide writing and content development function. Provide exhibition and branding support. Provide Corporate Identity Management support. Provide internal communications support. Contribute to the monthly internal newsletter, Lekgotla.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Mr K Letsebe Tel No: (021) 493 7138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/30</u></b>   | : | <b><u>PRINCIPAL COMMUNICATION OFFICER: STAKEHOLDER COOPERATION AND AWARENESS REF NO: CMS-CT18/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Communications, Public Relations, Event Management, Marketing, Journalism or relevant equivalent qualification. A minimum of two years (2) relevant experience in relevant field. Knowledge of project management. Knowledge of Marketing and stakeholder management, event management, campaigns management, Administration fields, Public Service and Departmental procedure. Skills. Sound, organising and planning skills, good communication skills. Ability to engage senior managers, good interpersonal relations. Ability to work long hours voluntarily, be able to gather and analyse information. Ability to apply policies, be able to work individually and in teams and ability to be able to work under extreme pressure and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                            |   | organise and plan under pressure. Sense of responsibility and ability to lead multidisciplinary team and to resolve conflicts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Provide event management support for environmental calendar days activities and ministerial and non-ministerial events and conferences. Assist in updating the departmental calendar for events and stakeholder engagement database. Provide support on learner environmental awareness programmes, career expos and community outreach programmes. Provide support in the development and implementation of departmental campaigns. Provide support in the implementation of stakeholder engagement programmes. Assist with logistics and communication outputs for events, conferences and stakeholder engagement programmes.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Sigutya Tel No: (021) 493 7136                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/31</u></b>   | : | <b><u>SENIOR COMMUNICATION OFFICER: STAKEHOLDER COOPERATION &amp; AWARENESS REF NO: CMS-CT17/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R338 106 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Communications, Public Relations, Event Management, Marketing, Journalism or relevant equivalent qualification. A minimum of one year (1) relevant experience in relevant field. Knowledge of project management. Knowledge of Marketing and stakeholder management, event management, campaigns management, Administration fields, Public Service and Departmental procedure. Skills. Sound, organising and planning skills, good communication skills. Ability to engage senior managers, good interpersonal relations. Ability to work long hours voluntarily, be able to gather and analyse information. Ability to apply policies, be able to work individually and in teams and ability to be able to work under extreme pressure and organise and plan under pressure. Sense of responsibility and ability to lead multidisciplinary team and to resolve conflicts.                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Provide event management support for environmental calendar days activities and ministerial and non-ministerial events and conferences. Provide support in updating the departmental calendar for events and stakeholder engagement database. Provide support in the implementation of learner environmental awareness programmes, career expos and community outreach programmes. Provide support in the development and implementation of departmental campaigns. Provide support in the implementation of stakeholder engagement programmes. Assist with logistics and communication outputs for events, conferences and stakeholder engagement programmes.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Sigutya Tel No: (021) 4937136                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/32</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: ACCOMMODATION AND AUXILIARY SERVICES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R338 106 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Cape Town Ref No: CMS-CT12/2026<br>Pietermaritzburg Ref No: CMS-CT13/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Public Management/Administration or relevant equivalent qualification. A minimum of one years (1) relevant experience in relevant field. Knowledge of Administrative procedures. Financial Management, Project Management, HR Practices Extensive Administrative experience. Knowledge of Contract Management, monitoring and control, Public Service and Departmental procedures. Skills, Communicate skills (written and spoken), Leadership and management skills. Coordination, organising and planning skills, Administrative and report writing. Have planning and organising, problem solving and problem-solving skills. Ability to work long hours voluntarily, be able to gather and analyse information. Ability to apply policies, be able to work individually and in teams and ability to be able to work under extreme pressure and organise and plan under pressure. Sense of responsibility and ability to lead multidisciplinary team and to resolve conflicts. Be able to collect and interpret information and reports. |
| <b><u>DUTIES</u></b>       | : | Provide administrative support for the sub-directorate. Administer Small Works Maintenance Projects and office space. Facilitate food aid services. Ensuring compliance with hygiene service standards in regional offices. Ensure that deep cleaning of carpets is done twice per year. Ensure that the appointed cleaners are always on site for daily cleaning services. Provide inventory support. Draft and issue request for quotations to service providers on the Departmental database. Ensure the appointment of service providers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**ENQUIRIES**

to conduct repairs and maintenance, maintain a stock register. Report  
redundant equipment and maintenance consumables for replenishment.  
Ms Dumezweni- Sogayise at 071 507 0130

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Lovedale TVET College)**  
**(College of Cape Town TVET College)**

**OTHER POSTS**

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| <b><u>POST 37/33</u></b>   | : | <b><u>ASSISTANT DIRECTOR: TVET MANAGEMENT INFORMATION SYSTEM</u></b><br><b><u>REF NO: ASD/MIS/CCT/10/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | College Of Cape Town TVET College, Central Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12/ Matric, with a bachelor's degree in information management, computing, or relevant equivalent qualification. Three (3) to five (5) years' working experience in Information Management, of which three (3) years must be at supervisory level. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Excellent communication skills (written and verbal). Fully bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa). A valid driver's license. The ideal candidate must have knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Coltech, data warehouse and ITS prescripts. Knowledge of South African education and the TVET College sector (Recommended). Accurate administrative, as well as planning and organising skills. Financial management, including Report writing skills. Communication and interpersonal skills. Problem solving and Analytical skills. Be client service oriented. Project management skills. Team leadership skills. Planning and organising, as well as People management skills. Must have integrity, be committed, proactive and loyal.                                                                                          |
| <b><u>DUTIES</u></b>       | : | TVET MIS management, capturing and data extraction for the College. Set up the system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the College TVET MIS system. Manage the student data. Use various tools, extract data to facilitate statistical reporting. Interact with service providers regarding upgrades and request assistance. Maintain data on student registration. Compile monthly reports to management and the DHET (Example: Submit reports on student registration regarding Ministerially approved programmes as well as on apprenticeships, skills and learnerships, and short skills learning programmes.) Compile and monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, capture and validate inputs captured on ITS student and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Maintain the ITS student system and other related systems. Monitor capturing, quality control, validation, run procedure, create files and ensure that entries are sent to DHET head office. Management of human, physical and financial services. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. |
| <b><u>ENQUIRIES</u></b>    | : | Mr B. Klaas Tel No: (021) 404 6700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Mr B. Klaas Tel No: (021) 404 6700, The Recruitment Officer, College of Cape Town for TVET, P.O Box 1054, Cape Town 8000, or Hand deliver to the Central Office, 334 Albert Road, Salt River, Cape Town, 7925 or email <a href="mailto:HRapplications@cct.edu.za">HRapplications@cct.edu.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>         | : | The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with the requirements will not be considered.

- CLOSING DATE** : 30 October 2026 at 16:00
- POST 37/34** : **BURSARY OFFICER: REGISTRATION REF NO: BUR/01/09/2026**  
(Permanent, PERSAL appointment)
- SALARY** : R413 001 – R486 501 per annum (Level 08), plus actual benefits
- CENTRE** : Central Office, King William's Town
- REQUIREMENTS** : A Grade 12 (Matric) certificate plus a recognized three-year (3) National Diploma or Degree (NQF Level 6) in Financial Management/Accounting, or an equivalent qualification. Minimum of 3-5 years of working experience in a financial aid, bursary administration, or general financial management environment in TVET Sector. Knowledge and Understanding of TVET college bursary guidelines, NSFAS regulations, and public service financial legislation, procedures and Treasury Regulations (such as the PFMA). Strong computer literacy (especially MS Excel and student management systems like ITS or Coltech). Must have knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of basic financial operating systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures. Valid driver's license will be an added advantage.
- DUTIES** : Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorisation of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Uploading and posting of all NSFAS student tuition remittances on the Coltech systems including reconciliation and balancing thereof. Prepare and conclude annual NSFAS reconciliation report in terms of advances and tuition fee receipts/remittances. Identify all NSFAS overpayments and credits with interest that should be repaid and refunded to NSFAS annually. Follow up on outstanding close reports. Facilitate online applications, capture student data on registration templates, and process funding lists. Provide financial aid awareness during registration and orientation periods for new and returning students. Assist with private accommodation, travel allowances, and student attendance report requisitions. Handle verbal and written financial queries from students, parents, and college management.
- ENQUIRIES** : Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
- APPLICATIONS** : Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600. Please see the email address below for electronic applications. Email Address: [recruitment@lovedale.org.za](mailto:recruitment@lovedale.org.za)
- NOTE** : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment

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

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| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/35</u></b>   | : | <b><u>OCCUPATIONAL HEALTH &amp; SAFETY OFFICER REF NO: OHS/02/09/2026</u></b><br>(Permanent, PERSAL Appointment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R413 001 – R486 501 per annum (Level 08), plus actual benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Central Office, King William's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Matric or NCV Level 4 together recognized three-year (3) National Diploma (NQF 6)/Degree in Building Management/Safety Management/ Construction Management or related qualification. Driver's License. 3-5 years in Facilities Management, SHERQ and OHS environment in a TVET environment. Knowledge and skills: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations. Skills: Marketing research skills, Planning and organising. Financial management, Project management, Communication and interpersonal, Problem solving, Computer literacy, Analytical, leadership, Planning and organizing and People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee Ensure overall supervision and conduct OHS related training and continuous educational programmes. Ensure overall supervision and identify hazards and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement and monitor SHERQ management system. Supervise human, physical, financial and other resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600. Please see the email address below for electronic applications. Email Address: <a href="mailto:recruitment@lovedale.org.za">recruitment@lovedale.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. |

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| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/36</u></b>   | : | <b><u>ASSET OFFICER/SUPPLYCHAIN: FINANCE SECTION REF NO: ASSET/03/09/2026</u></b><br>(Permanent, PERSAL Appointment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R413 001 – R486 501 per annum (Level 08), plus actual benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Central Office, King William's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Matric or NCV Level 4 and with a recognised three-year (3) degree/diploma in Finance Management, Asset management, Accounting or Auditing or related qualification; 3-5 years' experience in a Financial Management environment and implementation of relevant legislation, prescripts, policies and procedures. Knowledge of BAS/LOGIS & COLTECH system. Knowledge of assets disposal procedure; Knowledge and understating of legislative framework governing the Public Services; Knowledge of Assets Management; Knowledge of Supply Chain Policies; Knowledge of Department of Higher Education mandate. Knowledge and skills: Administrative; Planning and organising; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Implement and monitor Asset management policies and procedures in line with GRAP standards and relevant legislation. Coordination of physical verification of assets. Manage the Fixed Asset register (FAR) and ensure reconciliation to General ledger (GL). Develop, implement and monitor acquisition, maintenance, and disposal plans for assets, and effectively implement the Asset Management Strategy within the College. Manage asset write offs and disposal and ensure accurate Asset disclosure on Annual Financial Statements AFS as stipulated on GRAP. Ensure the implementation and monitoring of Supply Chain policy. Introduce a system for provisioning, procurement, stock control and reporting. Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conduct awareness on approved SCM policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600<br>Please see the email address below for electronic applications. Email Address: <a href="mailto:recruitment@lovedale.org.za">recruitment@lovedale.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/37</u></b>   | : | <b><u>HUMAN RESOURCES OFFICER REF NO: HR/04/09/2026</u></b><br>(Permanent, PERSAL Appointment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R338 106 – R398 277 per annum (Level 07), plus actual benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Central Office, King William's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**REQUIREMENTS**

: Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Human Resource Management / Development; Relevant PERSAL Certificate; 3-5 years' relevant experience in Human Resource environment; Understanding and utilisation of the PERSAL & COLTECH system; A valid driver's license Understating of legislative framework governing the Public Services; Storage and retrieval procedures in terms of the working environment. Knowledge and skills: Knowledge of Human Resources functions and policies coupled with excellent computer literacy, particularly in the MS Office Suite. The incumbent must demonstrate strong analytical, planning, and organizational skills with the ability to perform under pressure, maintain accuracy, and meet tight deadlines. Good interpersonal relations, along with effective verbal and written communication skills, are essential. The position requires a candidate who is client focused, committed, proactive, and able to work independently and within a team. Integrity, attention to detail, and the ability to supervise staff and manage Human resources effectively are critical for success in this role.

**DUTIES**

: Administer conditions of service and remuneration of employees Process Pension, Housing Allowance and Long Service benefits etc. Keep all signed contract of employment forms on salary levels 2 to 8. Process employee leave. Maintain staff files (employment contracts, details, leave forms etc.). Receive all termination paperwork and terminate employees as and when required. Process payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Submit reports to management as required so that they are informed of HR related matters and can take informed decisions. Keep signed and completed Declaration of Interest and a Confidentiality Agreement for all employees. Keep staff records up to date and record changes to employee's details (change of address / bank details etc.), Administer recruitment and selection, Manage records for the college. Provide Recruitment and Selection services to the College. Process applications, handle responses and shortlisting processes. Screen CV's; prepare preliminary shortlists, final shortlists with responsible managers for submission to the shortlisting committee. Prepare for interviews (i.e. arrangements of interviews such as dates, venues, and invitations to candidates). Coordinate the verification of all applicants' qualifications. Develop and update recruitment database. Provide an effective and efficient Records Management services. Open, archive and close save files for new and existing employees. Update personnel files. Safe keep all Human Resource Records. Provide records as and when required for auditing purposes. Dispose files in terms of the applicable legislations and approved College policy. Handle incoming and outgoing correspondence. Maintain a database of all incoming and outgoing mail. Maintain register of file index on (filing system).

**ENQUIRIES****APPLICATIONS**

: Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223  
: Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: [recruitment@lovedale.org.za](mailto:recruitment@lovedale.org.za)

**NOTE**

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.

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| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/38</u></b>   | : | <b><u>ADMIN OFFICER PLU REF NO: PLU/05/09/2026</u></b><br>(Permanent, PERSAL Appointment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R338 106 – R398 227 per annum (Level 07), plus actual benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Central Office, King William's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Matric or NCV Level 4 together with a recognised three-year (3) National Diploma (NQF 6) / in Project Management / Public Management or related qualification plus at least 2 to 3 years' relevant experience in a Project Management/ Business Development and/or related environment, computer literacy and a valid driver's license. Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of the administration reporting process and procedures. Skills: Negotiation, Communication, Presentation, Academic Process and moderation procedures, Administrative Planning and organizing, Financial Management, Report Writing, Communication and interpersonal Problem solving, Computer Literacy, Analytical, Client oriented, Project management, Team Leadership, Planning and organizing, People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Assist with identifying and facilitating income generating opportunities through the implementation of partnership agreements. Assistance with Partnership Management: Build a database of local businesses and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Form partnerships with industry and relevant stakeholders. Business opportunities scanning: Identify opportunities for College income generation, establish work environment simulation potential, provide market needs business case rationale for all opportunities, identify appropriate partner or service provider, coordinate the submission of tenders and funding proposals, provide information and reports on programmes, funding and partnership to DHET and other stakeholders, Local and Provincial government relations. Develop and update the schedule of local government projects and opportunities. Identify College synergies' potential contribution to provincial departments, build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with the college's core business. Conduct visibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and sign service level agreements and or contracts, when required. |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: <a href="mailto:recruitment@lovedale.org.za">recruitment@lovedale.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's                                                                                                          |

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|                            |   | suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/39</u></b>   | : | <b><u>TRANSPORT OFFICER REF NO: TRA/06/09/2026</u></b><br>(Permanent, PERSAL Appointment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R338 106 – R398 227 per annum (Level 07), plus actual benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Office, King William's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Matric or NCV Level 4 together with a recognised three-year (3) National Diploma (NQF 6) / in Transport Management, Business Management, Public Management or related qualification plus at least 2-3 years' relevant experience in a TVET Fleet environment, computer literacy and a valid driver's license. Knowledge and skills: Knowledge and experience in fleet or transport management, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of the administration reporting process and procedures. Skills: Negotiation, Communication, Presentation, Administrative Planning and organising, Financial Management, Report Writing, Communication and interpersonal Problem solving, Computer Literacy, Analytical, Client-oriented, Team Leadership, Planning and organising, People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Ensuring day to day management and maintenance of fleet vehicles. Monitor daily kilometres before and after trips and ensure monthly closing of kilometres on the logbooks. Authorise trip itineraries/ trip authorization. Receive and certify invoices for processing of monthly payments. Maintain records of driver's licenses, trip authorisation, and fines. Etc. Ensure service maintenance of vehicles. Redirect traffic fines. Pre and post inspections of vehicles. Quarterly inspections of subsidised vehicles and processing of new applications. Ensure compliance with the transport policies, processes and processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: <a href="mailto:recruitment@lovedale.org.za">recruitment@lovedale.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/40</u></b>   | : | <b><u>FINANCIAL AID OFFICERS (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R338 106 – R398 277 per annum (Level 07), plus actual benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Central Office, King William's Town:<br>Ref No: KING/01/09/2026<br>Ref No: ZWE/02/09/2026<br>Ref No: AL/03/09/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Matric or NCV Level 4 together with a recognised three-year (3) National Diploma in Financial Management (NQF 6) or related qualification plus at                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                   |   | least 2-3 years' relevant experience in a TVET Financial environment and a valid driver's license. Knowledge and skills: Knowledge of CET and PSET; Knowledge of PSA and PSR 2016; Knowledge of PFMA and departmental policies. Knowledge of COLTECH system; Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service Financial Legislations, procedures (PFMA, Financial Manual); Knowledge of basic financial operating systems (ITS etc.). Excellent Communication (Oral and Written); Networking, Negotiation, Research. Interpersonal Skills Planning and Organizing Skills, Computer Skills, Basic Numeracy Skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DUTIES</b>                     | : | Coordinate student bursary schemes and financial aid administrative support services in the Campus. Administer the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyze NSFAS provisionally funded students. Coordinate the authorisation of disbursement funds. Facilitate of other financial aid schemes i.e. WRSETA, HWSETA, etc. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders. Supervise staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ENQUIRIES APPLICATIONS</b>     | : | Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                   | : | Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: <a href="mailto:recruitment@lovedale.org.za">recruitment@lovedale.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>NOTE</b>                       | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. |
| <b>CLOSING DATE</b>               | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POST 37/41</b>                 | : | <b><u>RESIDENCE HOUSEKEEPING SUPERVISOR MALE REF NO: ZWEM/07/2026</u></b><br>(Contract)<br>Re advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SALARY CENTRE REQUIREMENTS</b> | : | R280 278- R330 162 per annum (Level 06), plus 37% in lieu of benefits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                   | : | Zwelitsha Campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                   | : | Grade 12 certificate (NQF Level 4) and/ or Certificate (NQF Level 5) in administration or equivalent qualification. 1-2 years' relevant experience in supervising students in the College residence. Knowledge of policies and governance environment of TVET College including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Knowledge and understanding of the Higher Education sector, especially the policies and relevant legislation. Administrative skills, Planning and organizing. Financial management Report writing. Problem solving. Computer literacy. Team leadership. Planning and organizing. People management skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DUTIES</b>                     | : | Ensure and monitor the wellbeing of students Conduct residence induction. Facilitate the election of block leaders, Ensure the effective flow of information and documents to and from the campus manager and bursary office. Ensure the effective flow of information and documents to and from the campus manager and bursary office. Provide conflict management to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

students and at the dining hall Draft residence code of conduct Maintain household records, admission and allocate rooms for students Distribute residence application forms. Collect application forms with relevant supporting documents. Conduct verification of information on COLTECH system. Record, file copies of student deposit slips and indemnity forms. Maintain written record of the movement of students out of the residence afterhours. Prepare and submit monthly reports on hostel activities and incidents. Allocate rooms for students based on admission criteria, pass rate, seniority demarcation and first come demarcation and first come first serve bases. Setup and administer duty roster. Monitor and ensure safety of students and their belongings in the hostel. Make regular rounds to ensure that students and residence are secured. Provide basic emergency first aid and summon medical assistance when necessary Ensure that students are aware of means of escape, fire regulation and equipment. Ensure maintenance and management of property and infrastructure at the residence. Identify damages in the residence and report to relevant officials for repairs. Ensure that all residence buildings and premises are in good condition.

**ENQUIRIES APPLICATIONS** : Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223  
: Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: [recruitment@lovedale.org.za](mailto:recruitment@lovedale.org.za)

**NOTE** : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.

**CLOSING DATE** : 30 October 2026

**POST 37/42** : **FINANCE CLERK REF NO: ZC/02/09/2026**  
(Permanent, PERSAL appointment)

**SALARY** : R237 453 – R279 708 per annum (Level 05), plus actual benefits  
**CENTRE** : Zwelitsha Campus  
**REQUIREMENTS** : Matric / NCV Level 4 and National Diploma in Financial Management and a recognised relevant qualification. 1-2 years' experience in a Financial Management TVET environment. Knowledge and skills: Basic knowledge of financial function, practices as well as the ability to capture and collate financial statistics. Computer literacy. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, DORA, PSA, PSR and Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, COLTECH etc.). Computer skills. Planning and organising. Good verbal and written communication. Basic numeracy skills. Ability to perform routine tasks. Flexibility. Interpersonal Relations Accuracy. Aptitudes of figures.

**DUTIES** : Receive and check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Collection of cash. Capture all financial transactions. Clear suspense account. Record debtors and creditors. Process electronic banking transactions. Compile journals. Compare expenditure against budget. Identify variances. Capture, allocate variances on budget. Distribute documents with regard to the budget.

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |   | File all documents. Receive and capture cash payments. Receive and process salary advises (e.g. check advices for all correctness, capture salaries, bonuses, salary adjustments and capture all deductions, etc.).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ENQUIRIES APPLICATIONS</b>     | : | Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                   | : | Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                   |   | Please see the email address below for electronic applications. Email Address: <a href="mailto:recruitment@lovedale.org.za">recruitment@lovedale.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>NOTE</b>                       | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. |
| <b>CLOSING DATE</b>               | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POST 37/43</b>                 | : | <b>ADMINISTRATION CLERK: REGISTRATION REF NO: ZW/02/09/2026</b><br>Permanent, PERSAL Appointment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SALARY CENTRE REQUIREMENTS</b> | : | R237 453 – R279 708 per annum (Level 05), plus actual benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                   | : | Zwelitsha Campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                   | : | Matric or NCV Level 4, a recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. 1-2 years' relevant experience in TVET environment. Knowledge and skills: Basic financial operating systems (COLTECH). Basic knowledge of financial function, practices as well as the ability to capture and collate financial statistics. Computer literacy Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, and Financial Manual).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DUTIES</b>                     | : | Provide support in ensure that the TVET College student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with College programme mix. Compile learner progress reports, statements, results and students' enquiries. Provide support to the development and review relevant SSS policies, process, procedures and job profiles. Provide administrative support and assistance throughout the student registration process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>ENQUIRIES APPLICATIONS</b>     | : | Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                   | : | Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                   |   | Please see the email address below for electronic applications. Email Address: <a href="mailto:recruitment@lovedale.org.za">recruitment@lovedale.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>NOTE</b>                       | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB: Please ensure that the Z83 form is completed in full. Incomplete Z83 will be                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/44</u></b>   | : | <b><u>DATA CAPTURER REF NO: KC/DATA/01/06</u></b><br>(Permanent, PERSAL appointment)<br>Re advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R201 093 - R236 877 per annum (Level 04), plus actual benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | King Campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 / Matric Certificate / NQF Level 4 Certificate, National Diploma / Degree in Business Studies Qualification, 1-2 years' relevant working experience in a TVET / Public Service Data Capturing System, Certificate or proven knowledge of MS Office will serve as an added advantage. Knowledge of computer literacy and Information Management. Knowledge/ understanding, application and interpretation of office management prescripts, COLTECH, data warehouse and IT systems. Knowledge of the Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Planning and organising, financial management, report writing, communication and interpersonal relations, problem solving, analytical thinking, client orientation, project management, team leadership, people management and computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Capture data from available records into the required formats e.g. system(s), databases, tables and spreadsheets, Capture student registration, receipt of payment and issue student numbers, Capture enrolment forms during the registration period, Capture ICAS, ISAT and final examination marks, Capture marks on the system and submit to EMIS Officer, Capture students' absenteeism on the system, Review and validate all data from records and ensure the integrity of data captured, Identify missing data and errors observed during data entry, Complete mark sheets (hard copies) and make copies to be used as attendance registers in the examination venue, Submit data and mark sheets to lecturers in the marking venue (internal marking), Make regular backups of data, Maintain and update system records; keep and maintain records and files; ensure records and files are properly sorted and secured, Provide information to relevant components, Email schedule of results to Campus Heads, HODs and Senior Lecturers.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Please see the email address below for electronic applications. Email Address: <a href="mailto:recruitment@lovedale.org.za">recruitment@lovedale.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's |

**CLOSING DATE**

: suitability based on the post's technical generic requirements, and the other  
must be an integrity (ethical conduct) assessment  
30 October 2026

## DEPARTMENT OF HOME AFFAIRS

*The Department of Home Affairs (DHA) seeks to appoint professional, passionate and skilled individuals to form part of a leadership team driving the transformation of Home Affairs into a digital-first, world-class organisation. Candidates committed to service excellence, digital transformation, innovation, integrity and the Department's shared values, and whose credentials meet the requirements of these posts, are invited to apply before the closing date. The DHA is a merit-based and equal opportunity employer. In line with its commitment to promoting opportunities, in the filling of these posts, women and persons with disabilities are encouraged to apply. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Personal information submitted will be processed solely for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.*



- APPLICATIONS** : Must be – submitted online at <https://erecruitment.dha.gov.za>, or sent to one of the addresses specified at the bottom of the relevant post, on or before the closing date.
- CLOSING DATE** : 30 October 2026
- NOTE** : Accompanied by a fully completed and signed Application for Employment Form (New Z83, effective from 1 January 2021, obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za)), citing the correct post number and job title; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)); as well as relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, regardless of online, email or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection: Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's licence (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s) are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), unless otherwise indicated in correspondence between the Department.

## OTHER POSTS

- POST 37/45** : **ADMINISTRATION OFFICER REF NO: HRMC 67/26/1**
- SALARY** : R338 106 - R398 277 per annum (Level 07), (A Basic Salary)
- CENTRE** : Western Cape: Medium Office: Wynberg
- REQUIREMENTS** : An undergraduate qualification in Office Management and Technology/ Business Management/ Administration Management at NQF Level 6 as recognised by SAQA. A minimum of 1 years experience in administration is required. Extensive knowledge of various filing systems. Knowledge of the Public Service Regulations. Knowledge of Office Administration methodologies. Knowledge and Understanding of departmental legislation and Prescripts. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Supply Chain Management processes. Willingness to travel and work extended hours. Required skills and competencies: Planning and organising. Analytical thinking. Problem Solving. Financial Administration. Financial Administration. Office Administration Time Management. Planning. Interpersonal. Verbal and Written Communication. Teamwork. Customer Focus. Multi-Tasking. MS Office (MS Word, Excel, PowerPoint). Computer literacy. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Implement the administrative operations of the office. Perform general administrative activities in support of the unit. Draft submissions, reports, submissions, memorandums and minutes for the unit).

Conduct records and document management both manually and electronically. Provide support in completing and processing of subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Administer leave arrangements. Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Type correspondence as and when required. Oversee office equipment and organise maintenance and repairs as required. Provide logistical services in the functional unit. Ensure innovation and service delivery within the Unit. Ensure the implementation of effective risk and compliance management practices. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES**  
**APPLICATIONS**

: Western Cape: Mr M Pienaar Tel No: (021) 488 1409  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

**POST 37/46**

: **HOSPITAL CLERK REF NO: HRMC 67/26/2**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R237 453 - R279 708 per annum (Level 05), (A basic salary)  
: Western Cape: Small Office: Ceres  
: Grade 12 as recognised by SAQA. An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5). Understanding of all departmental legislation and prescripts. Basic Knowledge of the Public Service Regulatory Framework. Basic knowledge of Batho Pele Principles. Adhere to Standards Operating Procedures for registration of birth and death. A valid drivers' license. Required skills and competencies: Planning and Organising. Attention to detail. Communication skills. Analytical skills. Problem solving skills. Financial administration. Clerical and administration. Multitask. Teamwork. Record and time management. Professionalism. Proven Client Focus and Orientation. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Render birth registration services to clients. Receive notice of birth and relevant supporting documents. Complete DHA 24. Perform online verification of informant or take full set of fingerprints when online verifications are not available. Capture application on the National Population Register. Submit application for quality assurance to supervisor. Confirm informant's details. Print birth certificate. Sign and issue birth certificate as delegated. The informant signs the register to acknowledge receipt of the birth certificate. Record and maintain a birth occurrence vs. registered births register. Record and register of foreign birth occurrences register. Provide death registration services to clients. Ensure good governance, risk and compliance. Ensure effective and efficient management of human, physical and financial resources within the Unit.

**ENQUIRIES**  
**APPLICATIONS**

: Western Cape: Mr M Pienaar Tel No: (021) 488 1409  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

## JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

***The Judicial Inspectorate for Correctional Services (JICS) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of JICS will be taken into consideration. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.***

**CLOSING DATE**

: 06 November 2026 at 16:00 (walk-in) and 20:00 (online)

**NOTE**

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re-appointment under Part "F" must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**OTHER POSTS**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POST 37/47</b>          | : | <b><u>VISITORS COMMITTEE COORDINATING OFFICER – VCCO REF NO: JI 63/2026</u></b><br>Directorate: Regional Coordination & Oversight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Bloemfontein – Central Management Region                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Senior Certificate/Grade 12, Degree/ National Diploma in Public Administration/Public Management/Office Management or equivalent qualification at NQF 6 as recognised by SAQA. A minimum of 5 years' experience in the Justice Cluster and a minimum of 2 years' supervisory experience. Valid Driver's License. Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations. Skills and competencies: computer literacy (MS Office, Excel and PowerPoint), sound interpersonal relations, communication skills (verbal and written), planning and organisational skills, ability to work under pressure and independently and as part of a team, willingness to work extra hours, problem solving and leadership skills, attention to detail and good conflict resolution skills.                                                                   |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for providing management, supervision and control of Independent Correctional Centre Visitors within the region. Coordinate and monitor ICCV activities, allocate work, review reports, monitor attendance and performance and facilitate induction and training arrangements. Manage complaints, including general, urgent and mandatory complaints, ensure proper recording and escalation of matters and follow up on outstanding responses. Coordinate Visitors' Committee and stakeholder engagement meetings, prepare agendas, compile minutes and track implementation of resolutions. Conduct performance evaluations, compile statistical and management reports, maintain records and registers, provide administrative support to regional oversight activities and liaise with correctional centres, ICCVs, Visitors' Committees and internal stakeholders to support effective oversight. |
| <b><u>ENQUIRIES</u></b>    | : | Ms Y Mdlalose Tel No: (051) 430 1954                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | Applications to be submitted through following link: <a href="https://forms.gle/L5DQwavyqghgFnYa8">https://forms.gle/L5DQwavyqghgFnYa8</a> or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>POST 37/48</b>          | : | <b><u>ADMINISTRATIVE CLERK - AUXILIARY SERVICES REF NO: JI 64/2026</u></b><br>Directorate: Regional Coordination and Oversight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | KwaZulu Natal Regional Office – Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a grade 12/senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties when required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Ms. D Mocumi Tel No: (031) 366 1900                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Submitted online through the following link: <a href="https://forms.gle/GvsDSozv21bA3QYu5">https://forms.gle/GvsDSozv21bA3QYu5</a> or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>POST 37/49</b>          | : | <b><u>INDEPENDENT CORRECTIONAL CENTRE VISITOR (LEVEL 5 - 3/8TH)</u></b><br>Directorate: Regional Coordination & Oversight<br>(36-month contract appointment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R89 046 per annum, plus 37% in lieu of benefits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | <b>Central Management Region:</b><br>Bizzah Makhate Correctional Centre Ref No: JI 65/2026 (X3 Posts)<br>Douglas Correctional Centre Ref No: JI 66/2026<br>Ficksburg Correctional Centre Ref No: JI 67/2026<br>Grootvlei Medium A Correctional Centre Ref No: JI 68/2026<br>Heilbron Correctional Centre Ref No: JI 69/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Tswelopele Correctional Centre Ref No: JI 70/2026 (X2 Posts)  
 Upton Correctional Centre Ref No: JI 71/2026  
 Ventersburg Correctional Centre Ref No: JI 72/2026  
 Vereeniging Correctional Centre Ref No: JI 73/2026

**Gauteng Management Region:**

Johannesburg Female Correctional Centre (Ref No: JI 74/2026)  
 Leeuwkop Med C Correctional Centre (Ref No: JI 75/2026)  
 Zonderwater Correctional Centre (Ref No: JI 76/2026) (X2 Posts)  
 Baviaanspoort Med Correctional Centre (Ref No: JI 77/2026)

**Limpopo, Mpumalanga, Norther West (Lmn) Management Region:**

Makhado Correctional Centre Ref No: JI 78/2026  
 Thohoyandou Correctional Centre Ref No: JI 79/2026  
 Belfast Correctional Centre Ref No: JI 80/2026  
 Piet Retief Correctional Centre Ref No: JI 81/2026  
 Volksrust Correctional Centre Ref No: JI 82/2026  
 Polokwane Correctional Centre Ref No: JI 83/2026  
 Mogwase Correctional Centre Ref No: JI 84/2026

**Western Cape Management Region:**

Caledon Correctional Centre Ref No: JI 85/2026  
 Helderstroom Medium Correctional Centre Ref No: JI 86/2026  
 Knysna Correctional Centre Ref No: JI 87/2026  
 Allandale Correctional Centre Ref No: JI 88/2026  
 Brandvlei Max Correctional Centre Ref No: JI 89/2026  
 Malmesbury Med A & B Correctional Centre Ref No: JI 90/2026  
 Voorberg Medium Correctional Centre Ref No: JI 91/2026

**Eastern Cape Management Region:**

Barkley East Correctional Centre Ref No: JI 92/2026  
 Mount Ayliff Correctional Centre Ref No: JI 93/2026  
 St Albans Med A Correctional Centre Ref No: JI 94/2026

**Kwa-Zulu Natal Management Region:**

Durban Youth Correctional Centre Ref No: JI 95/2026  
 Pietermaritzburg Medium B Correctional Centre Ref No: JI 96/2026  
 Waterval Medium B Correctional Centre Ref No: JI 97/2026  
 Dundee Correctional Centre Ref No: JI 98/2026  
 Kranskop/Greytown Correctional Centre Ref No: JI 99/2026  
 Ladysmith Correctional Centre Ref No: JI 100/2026  
 Durban Medium B Correctional Centre Ref No: 101/2026  
 Nongoma Correctional Centre Ref No: 102/2026

**REQUIREMENTS**

: Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation or nomination as an ICCV by a community organization (not older than six (6) months). Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.

**DUTIES**

: The incumbent will be responsible for conducting site visits and reporting on urgent matters. To conduct regular interviews and consultations with inmates and DCS officials regarding complaints and mandatory matters. Receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports. Provide statistical analysis of all complaints received. Attend to enquiries. Carry out all reasonable instructions by the supervisor/ Regional Manager.

**ENQUIRIES**

: Central Management Region: Ms Y Mdlalose Tel No: (051) 430 1954  
 Gauteng Management Region Ms G Thabethe Tel No: (012) 663 7521  
 Northern Management Region: Mr M Mentoer Tel No: (012) 663 7521  
 Western Cape Management Region: Ms J Gericke Tel No: (021) 421 1021  
 Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729  
 Kwa-Zulu Natal Management Region: Ms. D Mocumi Tel No:(031) 366 1900

**APPLICATIONS**

: **Central Management Region:** Submitted online through the links below or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300  
 Bizzah Makhate Correctional Centre <https://forms.gle/7qTutMkjoFM7gAkLA>  
 Douglas Correctional Centre: <https://forms.gle/Tw3wvZVRoRjHcAsC9>  
 Ficksburg Correctional Centre: <https://forms.gle/7BojbP7v8n5B4REy7>  
 Grootvlei Medium A Correctional Centre: <https://forms.gle/KPAoNASqDgx7oRPX9>

Heilbron Correctional Centre: <https://forms.gle/DwQEMBEW7X1zdaif8>  
 Tswelopele Correctional Centre: <https://forms.gle/1N7qyQMHX11GJBZG6>  
 Upington Correctional Centre: <https://forms.gle/naUp6Mps5W2Zr9L7>  
 Ventersburg Correctional Centre: <https://forms.gle/3Z6GNI65RP8iRk4F7>  
**Gauteng:** Submitted online through the links mentioned below or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046  
 Johannesburg Female Correctional Centre: <https://forms.gle/EdxGzNcqDiHUP1cZA>  
 Leeuwkop Med C Correctional Centre: <https://forms.gle/gRkK4XdEAteY8TMq9>  
 Zonderwater Correctional Centre: <https://forms.gle/8UxzwiCNTFjH1NkWA>  
 Baviaanspoort Med Correctional Centre: <https://forms.gle/zXoKPAmLbNmXVegc8>  
**Limpopo, Mpumalanga, Norther West (Lmn) Management Region:** Submitted online through the links mentioned below or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046  
 Makhado Correctional Centre: <https://forms.gle/TQBoqnX7ET5FJyJP9>  
 Thohoyandou Female & Med B Correctional Centre: <https://forms.gle/3apA1yQytXKrquzCA>  
 Belfast Correctional Centre: <https://forms.gle/zSw1aFkSBY9hhGLZA>  
 Piet Retief Correctional Centre: <https://forms.gle/YJ1Rvftsk5armmvvd8>  
 Volksrust Correctional Centre: <https://forms.gle/YZw7kSiamJWN9Ha19>  
 Polokwane Correctional Centre: <https://forms.gle/vTCTnPhHpjvFtnL9>  
 Mogwase Correctional Centre: <https://forms.gle/36BpeNrCBB2cyaDTA>  
**Western Cape Management Region:** Submitted online through the links mentioned below or hand delivered to Standard Bank Building No 1, Thibault Square, 9th floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001  
 Caledon Correctional Centre: <https://forms.gle/waPzESu6agVzqBVq8>  
 Helderstroom Medium Correctional Centre: <https://forms.gle/s3SGBYKmfL42gT2y7>  
 Knysna Correctional Centre: <https://forms.gle/ckKxovcB4sWPAjcW9>  
 Allandale Correctional Centre: <https://forms.gle/gRKafFBNwREsgMfK7>  
 Brandvlei Max Correctional Centre: <https://forms.gle/JRPGXzFEU5rdZquh9>  
 Malmesbury Med A & B Correctional Centre: <https://forms.gle/x9fskkraya8WJMaz8>  
 Voorberg Medium Correctional Centre: <https://forms.gle/>

[Rku4Tiowph3GRZo26](#)

**Eastern Cape Management Region:** Submitted online through the links below or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200  
 Barkley East Correctional Centre: <https://forms.gle/J1cumaKUY3igDssA7>  
 Mount Ayliff Correctional Centre: <https://forms.gle/Hebh29qCfQT6VgsB9>  
 St Albans Med A Correctional Centre: <https://forms.gle/p9GuSVToAflbyTi4A>  
**Kwa-Zulu Natal Management Region:** Submitted online through the links below or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.  
 Durban Youth Correctional Centre: <https://forms.gle/dqKwiQkEXiRiBwUC9>  
 Pietermaritzburg Medium B Correctional Centre: <https://forms.gle/jR6cVtk4kfgTcbiu9>  
 Waterval Medium B Correctional Centre: <https://forms.gle/H9C39nWtoDwF1PEfA>  
 Dundee Correctional Centre: <https://forms.gle/QxHoxkGrcekT2jJ9>  
 Kranskop/Greytown Correctional Centre: <https://forms.gle/PYNVsM5vc2VCLjiU8>  
 Ladysmith Correctional Centre: <https://forms.gle/eGxJnog9nRxqfrQA7>  
 Durban Medium B Correctional Centre: <https://forms.gle/RTEtP45apsZrKfZx6>  
 Nongoma Correctional Centre: <https://forms.gle/c1vPVTWh5EP5q6v6A>

## DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**  
**NOTE**

: 30 October 2026 at 16:00

: To apply, submit a completed Z83 form, (a nomination letter if required) and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

**ERRATUM:** Kindly note that the advertisement for the post of Chief Land Claims Commissioner with Ref No: 3/1/1/1/2026/274 that advertised in the Public Service Vacancy Circular 36 dated 09 October 2026 is hereby amended as follows: The post is open for public nominations and direct applications. In line with the Employment Equity Act, all eligible members of the public, irrespective of race or gender, are encouraged to submit nominations or apply. All other conditions as advertised remain unchanged. Applications: Nominations or applications can be submitted by hand delivery during office hours: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria 0001 or by email: [Post274@dlrrd.gov.za](mailto:Post274@dlrrd.gov.za) Closing Date: 23 October 2026 at 16:00. The Department apologises for any inconvenience caused.

**OTHER POSTS**

**POST 37/50** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/1/2026/282**  
Directorate: District Office

**SALARY** : R605 742 per annum (Level 10)  
**CENTRE** : KwaZulu Natal (Vryheid)

|                                          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>REQUIREMENTS</u></b>               | : | Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in the field of Humanities / Social Sciences / Legal Qualification or related equivalent qualification. Minimum of 3 years' experience in the relevant field. A valid driver's licence. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resources management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Strategic management. Leadership and networking. Project management. Team management. Customer and client focus. Statistical forecasting. Willingness to travel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>                     | : | Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programmes. Implement of land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of land rights upgrade programmes. Provide support to Land Rights Management Facility. Implement the establishment and support of communal property entities. Initiate the establishment and implementation of Communal Property Associations (CPAs). Maintain the database of CPA's and similar entities. Conduct awareness on of CPA activities. Perform investigations and intervene on the affairs and activities of registered CPA's. Engage in the mediation and dispute resolution proceedings of the CPA's. Provide supervisory support in the implementation of land tenure projects: Implement provincial implementation plan on tenure projects. Conduct stakeholder relations services. Represent and present the directorate at various fora. Facilitate CPAs compliance to legislation. Attend to external and internal audits. Implement of action plan. Implement risk and audit action plan. Compile reports. |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr NR Jacquire Tel No: (033) 264 9500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                          | : | Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to <a href="mailto:Post282@dlrd.gov.za">Post282@dlrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>                       | : | EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/51</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: BUDGET REF NO: 3/1/1/2026/281</u></b><br>Directorate: Financial And Supply Chain Management Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | : | KwaZulu Natal (Pietermaritzburg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                          | : | Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting) or related equivalent qualifications. Minimum of 3 years' supervisory experience in the budget environment. A valid driver's licence. Job related knowledge: Knowledge of Public Service Policies and Regulations. Treasury Regulations and Public Finance Management Act (PFMA). Basic Accounting System (BAS). Ability to monitor Budgets. Ability to liaise at different levels of management. Job related skills: Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication (verbal and written). Planning and organising. Time management and Liaison. Work under pressure and meet deadlines and use a computer for prolonged periods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>                     | : | Facilitate and coordinate budgeting programmes and projects. Facilitate and compile the budget integrations (Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE). Facilitate and submit monthly projections. Facilitate and submit drawings. Monitor budget as per Standard Chart of Accounts (SCOA) allocation. Oversee journals progress. Monitor commitments. Verify the allocations as per captured budget. Ensure completeness and accuracy of financial information. Coordinate budget performance and reporting. Provide monthly expenditure reports. Analyse and explain variances. Report unauthorised expenditure and report irregular and wasteful expenditure. Provide advice to management in relation to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                     |   | budget performance. Maintain the provincial budget. Analyse and report on expenditure trends of the provincial budget. Ensure provincial budget is captured in line with the Demand Management Plan and Procurement Plan. Ensure that quarterly budget realignment is done.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ENQUIRIES</b>    | : | Ms N Ziqubu Tel No: (033) 264 9515                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>APPLICATIONS</b> | : | Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to <a href="mailto:Post281@dlrrd.gov.za">Post281@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>NOTE</b>         | : | EE Targets: Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>POST 37/52</b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/1/1/2026/287</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>SALARY</b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CENTRE</b>       | : | Eastern Cape Deeds Registry: Mthatha                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>REQUIREMENTS</b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting or related equivalent qualification. Minimum of 3 years' supervisory experience in a financial environment. A valid driver's licence. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills.                                                                                                                                                                                                                                                                                                        |
| <b>DUTIES</b>       | : | Manage budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Manage revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Manage debtors. Monitor recovery of outstanding debt and collection progress report. Analyse comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Manage of creditors. Monitor payment of suppliers / service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify S&T claims and advances. |
| <b>ENQUIRIES</b>    | : | Ms N Socikwa at 072 313 2543                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>APPLICATIONS</b> | : | Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry, 40 Blakeway Road, Mthatha, 5100. Candidates are also encouraged to apply by using this link <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date, as no late applications will be considered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>NOTE</b>         | : | EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian, and White Females, and Persons with disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>POST 37/53</b>   | : | <b><u>DRS SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2026/285</u></b><br>Directorate: Registration And Information Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SALARY</b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CENTRE</b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>REQUIREMENTS</b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Degree in Computer Science: A+ / N+ / MCSE / Linux+ or related equivalent qualification. Minimum of 2 years relevant experience. Experience with hardware and software. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication skills (verbal and written). Interpersonal skills.                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>DUTIES</b>       | : | Providing desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate and monitor logged calls. Providing network support.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                     |   | Assist end-users with LAN connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide server room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implementing information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Providing ICT reports. Provide incident and system availability reports. Provide inputs to SLA non-compliance report. Provide support in the procurement and disposal of IT assets.                                                                                                                                                   |
| <b>ENQUIRIES</b>    | : | Ms. DP Sambo Tel No: (012) 338 7230                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>APPLICATIONS</b> | : | Applications can be submitted by hand delivery during office hours to: North Gauteng Deeds Registry, at 600 Lilian Ngoyi Street, Berea Park, 0002, Pretoria (Department of Land Reform and Rural Development: Head Office). Candidates are also encouraged to apply by using this link: <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date, as no late applications will be considered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>NOTE</b>         | : | EE Targets: Coloured, Indian, and White Males and Indian Females, and Persons with disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>POST 37/54</b>   | : | <b><u>JUNIOR EXAMINER REF NO: 3/1/1/2026/286 (X2 POSTS)</u></b><br>Directorate: Examination, Execution And Deeds Training Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SALARY</b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CENTRE</b>       | : | Mpumalanga (Mbombela)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>REQUIREMENTS</b> | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. No experience required. Job related knowledge: Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer literacy skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management Skills. Interpretation skills. Numerical skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DUTIES</b>       | : | Prepare deeds for examination. Link batches, endorse deeds, insert fees and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, indicate exemption category and authority. Examine deeds and document. Check correctness of drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manual and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/ DOTS slip and scan deeds, sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record township, section schemes, roster. corrective maintenance and expedited deeds. |
| <b>ENQUIRIES</b>    | : | Ms PT Maphanga Tel No: (013) 756 4000/70                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>APPLICATIONS</b> | : | Please ensure that you send your application to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201. Candidates are also encouraged to apply by using this link <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date as no late applications will be considered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>NOTE</b>         | : | EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian, and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>POST 37/55</b>   | : | <b><u>HUMAN RESOURCE CLERK REF NO: 3/1/1/2026/278</u></b><br>Directorate: Human Resource Strategy Planning And Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>SALARY</b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CENTRE</b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>REQUIREMENTS</b> | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                            |   | and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation. Computer literacy. Language. Communication (verbal and written). Interpersonal relations. Flexibility. Teamwork.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Implement human resource administration practices. Recruitment and Selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Chimeloane Tel No: (012) 312 9528                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to <a href="mailto:Post278@dlrrd.gov.za">Post278@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | EE targets: African, Coloured and White Males, and Indian Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/56</u></b>   | : | <b><u>SECRETARY REF NO: 3/1/1/1/2026/279</u></b><br>Directorate: Information Technology Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Provide a secretariat/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts/policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager. |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Rammutla Tel No: (012) 312 9840                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to <a href="mailto:Post279@dlrrd.gov.za">Post279@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 37/57</u></b>   | : | <b><u>SECRETARY REF NO: 3/1/1/1/2026/280</u></b><br>Directorate: Land Reform Information Management, Risk And Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                          | : | Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>                     | : | Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager. |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms N Makhubele Tel No: (012) 312 8142                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to <a href="mailto:Post280@dlrrd.gov.za">Post280@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>                       | : | EE targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/58</u></b>                 | : | <b><u>SUPPLY CHAIN CLERK REF NO: 3/1/1/2026/283 (X3 POSTS)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                          | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                          | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. No experience required. Basic knowledge of Supply Chain Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic Knowledge and understanding of the legislative framework governing the public Service. Basic knowledge of work procedure in terms of the working environment. Planning and organisation skills. Computer skills. language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>                     | : | Render asset management clerical support. Compile and maintain records e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a Supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of supplier.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>                  | : | Mr HS Tshinavhe Tel No: (012) 338 7324 or Ms PM Matsemela Tel No: (012) 338 7109                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: North Gauteng Deeds Registry, at 600 Lilian Ngoyi Street, Berea Park, 0002, Pretoria (Department of Land Reform and Rural Development: Head Office). Candidates are also encouraged to apply by using this link: <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date, as no late applications will be considered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured, Indian and white Males and Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/59</u></b>   | : | <b><u>REGISTRY CLERK REF NO: 3/1/1/1/2026/284 (X2 POSTS)</u></b><br>Directorate: Human Resource And Records Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good Verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Receive and capture invoices. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. H Tshinavhe Tel No: (012) 338 7324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: North Gauteng Deeds Registry, at 600 Lilian Ngoyi Street, Berea Park, 0002, Pretoria (Department of Land Reform and Rural Development: Head Office). Candidates are also encouraged to apply by using this link: <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date, as no late applications will be considered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured, Indian and White Males and Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**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.*

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>CLOSING DATE</u></b> | : | 02 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | 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 <a href="http://www.dpsa.gov.za/">www.dpsa.gov.za/</a> "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, only shortlisted candidates will submit proof of permanent residence. All shortlisted candidates for all posts will be subjected to personnel suitability checks on criminal records, citizen verification, financial records, qualification. 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. For more information please contact: Mr Nkosikhona Zuma/Ms Gugu Gumede Tel No: (012) 848 5364/5337/5401 / To The T Recruitment, Tel No: (010) 102 3607 |

**2026 TO 2028 GRADUATE INTERNSHIP PROGRAMME**

Municipal Infrastructure Support Agent (MISA) invites South African unemployed graduate to apply for the 2026/2028 MISA graduate Internship programme. Internship in the public service is a once off opportunity per qualification. Those that have previously participated in an internship programme will not be considered. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria.

**OTHER POSTS**

|                            |   |                                                                                                                                                                                     |
|----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 37/60</u></b>   | : | <b><u>HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT INTERNS</u></b><br><b><u>REF NO: MISA/HRM&amp;D/01 (X5 INTERNS)</u></b><br>Chief Directorate: Corporate Management Support Services |
| <b><u>STIPEND</u></b>      | : | R8 174.75 per month                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | MISA Head Office, Centurion                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF 6) /Degree (NQF 7) in Human Resource Management / Development.                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | To The T Recruitment Tel No: (010) 102 3607                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa38@tttreruitment.co.za">misa38@tttreruitment.co.za</a>                              |
| <b><u>POST 37/61</u></b>   | : | <b><u>IGR&amp;ESSS INTERN REF NO: MISA/IGR&amp;ESSS/02 (X1 INTERN)</u></b><br>Chief Directorate: ESSS                                                                               |
| <b><u>STIPEND</u></b>      | : | R8 174.75 per month                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | MISA Head Office, Centurion                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF 6) /Degree (NQF 7) in Public Administration / Public Management / Governance Studies / Business Administration.                                               |
| <b><u>ENQUIRIES</u></b>    | : | To The T Recruitment Tel No: (010) 102 3607                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa39@tttreruitment.co.za">misa39@tttreruitment.co.za</a>                              |
| <b><u>POST 37/62</u></b>   | : | <b><u>CAPACITY BUILDING INTERNS REF NO: MISA/CB/03 (X3 INTERNS)</u></b><br>Chief Directorate: Capacity Building                                                                     |
| <b><u>STIPEND</u></b>      | : | R8 174.75 per month                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | MISA Head Office, Centurion                                                                                                                                                         |

**REQUIREMENTS** : National Diploma (NQF 6) /Degree (NQF 7) in Human Resource Management / Development / Public Management specialising in Local Government.

**ENQUIRIES APPLICATIONS** : To The T Recruitment Tel No: (010) 102 3607  
Please forward your application, quoting the relevant reference number, to: [misa40@tttreruitment.co.za](mailto:misa40@tttreruitment.co.za)

**POST 37/63** : **INFRASTRUCTURE ASSESSMENT & ANALYSIS INTERNS REF NO: MISA/IAA/04 (X2 INTERNS)**  
Chief Directorate: IAA

**STIPEND CENTRE REQUIREMENTS** : R8 174.75 per month  
MISA Head Office, Centurion  
National Diploma (NQF 6) /Degree (NQF 7) in Public Administration / Office Administration / Management.

**ENQUIRIES APPLICATIONS** : To The T Recruitment Tel No: (010) 102 3607  
Please forward your application, quoting the relevant reference number, to: [misa41@tttreruitment.co.za](mailto:misa41@tttreruitment.co.za)

**POST 37/64** : **INTERNAL AUDIT INTERNS REF NO: MISA/IA/05 (X2 INTERNS)**  
Chief Directorate: Internal Audit

**STIPEND CENTRE REQUIREMENTS** : R8 174.75 per month  
MISA Head Office, Centurion  
National Diploma (NQF 6) /Degree (NQF 7) in Internal Auditing / BCom / Accounting Sciences.

**ENQUIRIES APPLICATIONS** : To The T Recruitment Tel No: (010) 102 3607  
Please forward your application, quoting the relevant reference number, to: [misa42@tttreruitment.co.za](mailto:misa42@tttreruitment.co.za)

**POST 37/65** : **RISK MANAGEMENT INTERN REF NO: MISA/RM/06 (X1 INTERN)**  
Chief Directorate: Risk Management

**STIPEND CENTRE REQUIREMENTS** : R8 174.75 per month  
MISA Head Office, Centurion  
National Diploma (NQF 6) /Degree (NQF 7) in Risk Management.

**ENQUIRIES APPLICATIONS** : To The T Recruitment Tel No: (010) 102 3607  
Please forward your application, quoting the relevant reference number, to: [misa43@tttreruitment.co.za](mailto:misa43@tttreruitment.co.za)

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **Northern Cape: Kimberly:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern Cape division of the High Court, Corner Sol Plaatje Drive, Kimberley.

**Gauteng/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

**National Office: Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

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

**CLOSING DATE**

: 30 October 2026

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in

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

#### OTHER POSTS

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 37/66</u></b>   | : | <b><u>ASSISTANT DIRECTOR: STATISTICIAN REF NO: 2026/145/OC.J</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Northern Cape Division of The High Court: Kimberley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a National Diploma/Degree in Statistics, Economics, Mathematics, Accounting or equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of three (3) years practical and relevant experience in statistical analysis and reporting of which one (1) year should be at managerial/supervisory level at least salary level seven (7). Knowledge and skills: Knowledge of data collection, data collation and verification, data analysis, and Information Management. Skilled in report writing, leadership, problem solving, computer literacy (MS Office especially Excel), communication (verbal and written), planning, organising, numerical and interpersonal skills.                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Manage and administer data collected on Quasi-Judicial and Judge's Secretaries, checking data quality, report on statistical analysis and advice management on findings, data analysed and packaged as per requirements, verify Quasi-Judicial files and Judiciary information and validation of monthly, quarterly and annual figures. Coordinate training of data collectors and the development of training manuals, supervise and develop Data Capturers, Legal Administration Clerks and support of performance management, manage the performance of the Legal Administration Clerks with signing of Performance Agreement, Mid-term Reviews and Annual Assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Ms L Wymers: Tel No: (053) 492 3533<br>HR Related Enquiries: Ms T E Methu: Tel No: (053) 492 3497                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email to <a href="mailto:2026/145/OC.J@judiciary.org.za">2026/145/OC.J@judiciary.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | The Organisation will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/67</u></b>   | : | <b><u>WEBMASTER REF NO: 2026/72/OC.J</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                            |   | Re-advert, applicants who previously applied are encouraged to reapply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R487 197 – R 579 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Constitutional Court: Braamfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a National Diploma in Web Design/ Computer Science or relevant qualification at NQF Level six (6) with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field. A valid driver's license. A Postgraduate qualification in Web Design/Computer Science or relevant qualification will serve as an added advantage Knowledge and skills: Solid knowledge and experience in programming applications. A solid understanding of how web applications work including security, session management, and best development practices Experience (UX) and client-side technologies including HTML5, CSS, content management systems, PHP, JQuery and JSON and Knowledge Of programming language and technical terminology. Knowledge and experience in Paure and CRV Dynamics. Knowledge and understand.ng of C,'C+. Visual Basic, C#. Java, XYL. Angula' and any BI reporting tool. Knowledge of Search Engine Optimisation process, Adequate knowledge of relational database systems, Object Ori. Skilled in computer literacy, good |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | communication (verbal & written), presentation, project management, planning and organising, analytical skills, technical skills, problem solving and decision-making skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Maintain website content and compliance in line with standard practices, maintain the quality, design and style of the organisational website in line with the website style guide and website policy, ensure website security and data protection by implementing necessary measures and protocols, maintain web platforms Security Validation Programme and databases, monitor site traffic and resolve technical issues to optimise site performance for search engines (Google, Bing, Yahoo) and AI Harvesting, implement website troubleshooting and optimisation, keep abreast with emerging technologies/industry trends and apply them on operations, training and activities, provide advice on new website designs and upgrade implementation, attend to all administrative duties as directed by the supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Mr. A Mdletshe Tel No: (011) 359 7472<br>HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email to <a href="mailto:2026/72/OCJ@judiciary.org.za">2026/72/OCJ@judiciary.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : | The Organisation will give preference to candidates in line with the Employment Equity goals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/68</u></b>   | : | <b><u>ADMINISTRATION CLERK REF NO: 2026/146/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | KwaZulu-Natal Division of The High Court: Pietermaritzburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a Grade twelve (12) certificate. No experience required. A driver's license will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, storage and retrieval procedures in terms of the working environment, understanding of legislative frameworks governing the Public Service, filing system, mail procedure manual, promotion of access to information Act, National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal skills, problem solving, analysing, time management and administrative skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data, update registers and statistics, receive, determine nature of request/documents and distribute all incoming and outgoing documents and follow-up on outstanding matters, keep a complete filing system and does filing and tracing of documents for the manager and the component (where required), type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component (district offices), provide supply chain clerical support services within the component, handle sub-inventory controller for the manager's office, liaise with internal and external stakeholders in relation to procurement of goods and services, handle the procurement of standard office items like stationery, refreshments, etc. by obtaining quotations and completing procurement forms, keep and maintain the asset register of the component (district offices), provide personnel administration clerical support services within the component, maintain a leave register for the component, keep and maintain personnel records and attendance register within the component, make suitable travel arrangements and check that the relevant documentation on receipts correspond with the arrangements (e.g. accommodation, flight scheduling, passports, visas, etc.), process travel and subsistence claims for the manager and members of the Unit, provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services to the meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filing system for all the records and provide support with stationery supplies within the sub-directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Technical related enquiries: Mr MN Zondi Tel No: (033) 345 8211<br>HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email to <a href="mailto:2026/146/OCJ@judiciary.org.za">2026/146/OCJ@judiciary.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | The Organisation will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/69</u></b>   | : | <b><u>TYPIST REF NO: 2026/147/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b><u>SALARY</u></b>       | : | R201 093 - R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Gauteng Division of High Court, Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a Grade twelve (12) certificate or NQF level four (4) qualification as recognised by SAQA. No experience required. one (1) year relevant experience will serve as an added advantage. Knowledge and skills: Knowledge of the legal terminology, court procedures, rules and environment. Counter services, filing system, Case- flow management, understanding of legislative governing the Public Service (Batho Pele & PSR). Skilled in computer literacy (Microsoft Office), typing (speed 35 words per minute, dictaphone typing, problem-solving, communications (written and verbal), time management. Along with the following attributes: Ability to work under pressure, client orientation, customer focus, resilience, honesty, integrity, flexibility, personal motivation, creative thinking, reliability, ability to work in a team, accuracy and attention to detail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Type court orders, court documents and reports, type the court orders and relevant court documents in line with endorsement on front of court file, typing of appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, type Rule 6(12) orders and make available in terms of the rule, ensure that orders are typed in the correct format and provided to the registrar for checking, ensure that corrections to orders are done in line with the registrar's instruction, ensure that all incorrect court orders and court documents are reported to the supervisor, type judgments, sort and distribute incoming and outgoing files, attend to requests from Legal fraternity and public, type court orders, judgments from judges in format provided (Dictaphone, written notes), make amendments on judgments as per judges' request/instruction, audit format of judgment, type urgent applications, type apostilles and authentication and J349 for the public and others in accordance with the rule and format, and delivering to general office. Compile term roll, week roll and un/opposed motion roll and maintain registers, draft term rolls for each court term in line with the Gazette terms, type opposed and unopposed motion court roll in terms of the required format inserting the judges' names, type supplementary rolls, communicate roll to registrars and Judge Presidents Office, ensure consecutive numbering and that files are categorized, compile and submit relevant orders and judgments to relevant stakeholders, check Index Statistics SA forms and a copy of divorce order and forward Statistics SA, ensure that copy of Divorce orders is forwarded to Home Affairs Head Office, send Advocates enrolment orders to the Department of Justice and Constitutional Development, sent all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii). Communicate court rolls to stakeholders through electronic mail, develop and maintain court rolls register, provide administrative support, scan, save draft orders and record work in register for monthly statistics. |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486<br>HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email to <a href="mailto:2026/147/OC.J@judiciary.org.za">2026/147/OC.J@judiciary.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | The Organisation will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** : **Head Office (Pretoria) Applications:** The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau  
**Gqeberha Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. P. Buwa  
**Nelspruit Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr. E Nguyuzza  
**Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha. Register the application in the book. For Attention: Ms. N Mzalisi
- CLOSING DATE** : 30 October 2026 at 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training> –course /SMS-pre-entry

programme/. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. IMPORTANT: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

#### **OTHER POSTS**

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| <b><u>POST 37/70</u></b>   | : | <b><u>DEPUTY DIRECTOR: PROPERTY SECTOR ANALYSIS REF NO: 2026/360</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Head Office (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Policy Studies / Law / Real Estate/ Commercial/Management Sciences. Relevant years of work experience in real estate, property law, policy and legislative development at a Junior Management level/ Assistant Director equivalent level. Knowledge: Research, Policy formulation and analysis. Strategic planning, programme and project management. Legislation managed and administered by DPWI; National Policy Development Framework; Socio Economic Impact Assessment System (SEIAS); Policy & Legislative Formulation and Development Processes: Public Property Sector Regulatory Framework; Public procurement Regulatory Framework; Project Management and Law of Property; PFMA, PSA; Structure and functioning of the Department and linkages with government clusters; Broad understanding of the property sector in South Africa. Skills: Budgeting and Financial Management. Stakeholder liaison and management; Advanced communication (verbal and written); advanced report writing; research methodologies; language proficiency; negotiation, mediation and conflict management; problem solving skills; decision making skills; advanced interpersonal and diplomacy skills; programme and project management; public speaking and presentation; computer literate. Personal Attributes: Analytical thinking; innovative; creative; resourceful; self-reliant; energetic; hard-working; self-motivated; ability to work independently. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with professional requirements. |
| <b><u>DUTIES</u></b>       | : | Ensure effective and efficient analysis of relevant sources for purposes of the development of property policies and legislation; Consider and report on the policy gaps between the existing white papers and Government's current policy priorities and developmental objectives with respect to the Property industry; Undertake research on relevant Property sector related topics approved by the Department; Consult with all relevant stakeholders; Develop policy position papers that will form an integral part of the Public Works function; Research and liaise with state and non-state parties through various fora to glean and collate relevant information to inform the policy and legislation making process; and Ensure provision of property policy and legislation support to DPWI and PMTE line functions as applicable. Manage the development and review of policy and legislative frameworks, in the Sub-Directorate: Property Sector Regulation. Undertake research on relevant property industry related topics approved by the Department. Lead the development and execution of comprehensive property industry analysis. Ensure that all policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objectives.                                                                                                                                                                                                                                                                                                                                            |

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|                                          |   | Monitor policy implementation and ensure compliance with applicable policies and directives. Facilitate policy integration with the PMTE and Provincial Departments responsible for Public Works function. Support the promotion of transformation agenda of the property sector by collaborating with the Property Sector Charter Council. Manage the Sub-Directorate, develop and manage the operational plan of the Sub-Directorate and report on progress as required, provide all required administrative reports, manage the budget allocated to the Sub-Directorate. Provide support for the overall success of the Policy, Research & Regulation Branch of the Department.                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr. M Tsoako Tel No: (012) 406 1213                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                          | : | Applications for the position of Deputy Director: Property Policy & Legislative Analysis Property Sector Regulation must be emailed to: <a href="mailto:Recruitment26-80@dpw.gov.za">Recruitment26-80@dpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/71</u></b>                 | : | <b><u>CONTROL WORKS MANAGER: MECHANICAL AND ELECTRICAL WORKS MANAGEMENT REF NO: 2026/361</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R605 742 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                          | : | Nelspruit Regional Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | A minimum of three-year tertiary qualification (NQF Level 6) (T/N/S Streams) with appropriate experience in Electrical or Mechanical Engineering or (N3 plus trade test certificate in Electrical or Mechanical Engineering with a Registration as an Engineering Technician and more than 6 years appropriate experience). The candidate must be in possession of a valid driver's license. Applicable knowledge and understanding of PFMA, OHSA, National Building Regulations and Building Standards, Project Management, Property and Facilities Management, Government procurement processes and systems. willing to travel and computer literate. Ability to manage, negotiate, plan, communicate and work under pressure. Professional registration will serve as an added advantage.                                                                                                          |
| <b><u>DUTIES</u></b>                     | : | Ensure appropriate maintenance and repairs of electrical and mechanical installations and components in the state-owned facilities to the required standards as guided by Laws and Regulations. Ensure registration and listing of all components and installations to the facilities register. Plan and execute the service contracts of mechanical and electrical installations and contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per PFMA. Ensure compliance with OHSA, National Building Regulations Act. Manage and monitor performance of Chief Works Managers and ensure implementation of PMDS.                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr. N.F Mathivha Tel No: (013) 753 6303                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                          | : | Applications for the position of Control Works Manager: Mechanical and Electrical Works Management Must be emailed to: <a href="mailto:RecruitNELP26-20@dpw.gov.za">RecruitNELP26-20@dpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/72</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: DISPOSAL REMS REF NO: 2026/362</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R605 742 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                          | : | Nelspruit Regional Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | A minimum of three-year tertiary qualification (NQF Level 6) in Real Estate Management, Property Management, Law/Property law, Land Administration, Valuation, Town or Regional Planning or Property related qualification Relevant experience in the field. Knowledge: Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and project planning. Reporting procedures. GIAMADISPOSAL ACT. Deeds. Registry Act. Financial Assistance Land Act (FALA) BBBEE. Treasury Regulations. Skills: Report writing. Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning. Goal and solution orientated. Assertiveness. People and client orientated. Innovative. Ability to work under stressful conditions. Hard working. Ability to communicate at all levels. |
| <b><u>DUTIES</u></b>                     | : | Implement and maintain property management policies, procedures and strategies: Implement and maintain property management policies, procedures and frameworks. Provide guidance on compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Co-ordinate the disposal process of redundant and superfluous residential properties: Provide guidance on the process of identifying redundant and superfluous residential properties to be disposed of. Co-ordinate and facilitate the identification process of redundant and superfluous residential properties.                                                                                                                                                                                                                                         |

Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: - (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS) Co-ordinate and facilitate gathering of original conveyance and transfer documentation. Ensure delivery of instructions to the Office of the State Attorney. Accept draft Power of Attorney and transfer documents from Office of the State Attorney in preparation for Delegated Authority to sign. Supervise employees to ensure an effective service delivery.

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| <b>ENQUIRIES</b>    | : | Ms. M Mokgohloa Tel No: (013) 753 6300/ 072 594 0052                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>APPLICATIONS</b> | : | Applications for the position of Assistant Director: Disposal REMS Must be emailed to: <a href="mailto:RecruitNEL26-21@dpw.gov.za">RecruitNEL26-21@dpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>POST 37/73</b>   | : | <b><u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH &amp; SAFETY REF NO: 2026/363</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SALARY</b>       | : | R605 742 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CENTRE</b>       | : | Gqeberha Regional Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>REQUIREMENTS</b> | : | A minimum of three-year tertiary qualification (NQF level 06) / National Diploma in Engineering (Mechanical). Relevant years of experience in a build environment field including experience at a supervisory level. (Safety Management qualification / Certificate will serve as an added advantage). Extensive knowledge of the build environment. Application and understanding of the Occupational Health & Safety Act, 85 of 1993 and other relevant acts and regulations. Understanding of the National Building Standards (SANS10400) and its prescripts including Municipality by laws. Understanding of the procedures with moved regard to the safe operation of the Lifts, Boilers, Incinerators, stand-by generators and water treatment plant equipment. Basic knowledge of the Departmental Policies and Procedures, Public Finance Management Act (PFMA). Good verbal and written communication skills. Computer literacy. Good interpersonal relations. Problem solving skills, listening and observation, Negotiations, conflict management and leadership skills. Incident investigation, report writing and presentation skills. Valid driver's license. Prepared to travel and willing to adapt to working schedule in accordance with the office requirements. |
| <b>DUTIES</b>       | : | Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Conduct proactive and reactive inspection in a state and leased facilities including construction projects. Facilitate the issuance of the occupancy certificate for various facility issued by the local authority. Ensure workplaces are accessible to people with disabilities. Conduct incidents investigation and generate the report recommendation. Facilitate the appointment of health & safety representative, First Aiders and Fire Marshals. Facilitate the training sessions for health safety committee members including the information sessions. Compile and conduct presentations and facilitation the activation of the emergency evacuation procedures in accordance with the building regulation & Municipality by-laws. Provide technical advice to clients' departments and attend internal and external meetings on OHS matters. Consolidate the monthly/quarterly and annual reports for the OHS directorate in the regions.                                                                                                                                       |
| <b>ENQUIRIES</b>    | : | Mr SL Jikeka Tel No: (041) 408 2074                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>APPLICATIONS</b> | : | for the position of Assistant Director: Occupational Health & Safety must be emailed to: <a href="mailto:RecruitPE26-43@dpw.gov.za">RecruitPE26-43@dpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**POST 37/74** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2026/364**

**SALARY** : R487 197 per annum  
**CENTRE** : Gqeberha Regional Office

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| <b><u>REQUIREMENTS</u></b>               | : | A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Supply Chain Management or Logistics or Procurement or Finance or Auditing or similar related qualification. Relevant years of working experience in Supply Chain Management Demand and or Supply Chain Management Acquisition of which relevant years working experience must be on a supervisory level in Demand and or Acquisition Management. Experience in Infrastructure Procurement Demand or Acquisition Management will serve as an added advantage. A valid Driver's license. Thorough knowledge and understanding of government procurement systems and relevant legislation related to Supply Chain Management; Public Finance Management Act; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements. Must possess the following skills: Presentation, report writing, numeracy, communication, and problem solving. Computer literate. |
| <b><u>DUTIES</u></b>                     | : | Coordinating the compiling Regional Procurement Plan and ensure proper administration and coordination of approved Procurement Plan. Ensure proper coordination of drafting terms of reference/specification. Provide support to line function for the approved initiation of the procurement process. Manage the nominations of suppliers of pre-approved panels for RFQ for all compliant user request within 3 working days of receipt. Consolidate and submit the quarterly reports of procurement plan Execution. Ensure that SCM prescripts, processes are complied with in line with the procurement strategy. Determine whether specifications should contain any special conditions. Coordinate Bid Specification Committees. Ensure full administration of Bid Specification Committee. Supervise and compile tender/quotation specifications as required. Compile and publish request for quotations and bids as required. Supervise employees to ensure an effective demand management service                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr. TE Matiso Tel No: (041) 408 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                          | : | Applications for the position of Assistant Director: Demand Management must be emailed to: <a href="mailto:RecruitPE26-44@dpw.gov.za">RecruitPE26-44@dpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/75</u></b>                 | : | <b><u>ARTISAN FOREMAN GRADE A: ELECTRICAL: WORKSHOP REF NO: 2026/365</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R397 329 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                          | : | Gqeberha Regional Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | : | A minimum appropriate Trade Test Certificate. Five-year post qualification experience as an Artisan. A valid driver's licence. Knowledge: Project management. Technical design and analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Operating workshop equipment OHSA. Skills: Problem solving and analysis. Decision making. Teamwork. Creativity. Change management. Financial management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>                     | : | Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability; Produce objects with material and equipment according to job specification and recognized standards. Ensure effective and efficient maintenance of technical faults Inspect equipment and/or facilities for technical faults. Repair equipment and facilities related to electrical according to standards. Test repair equipment and/or facilities against specifications. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Supervise employees to ensure an effective service delivery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr. Z Mashiyane Tel No: (041) 408 2194                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | : | Applications for the position of Artisan Foreman Grade A: Electrical: Workshop must be emailed to: <a href="mailto:RecruitPE26-45@dpw.gov.za">RecruitPE26-45@dpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 37/76</u></b>                 | : | <b><u>SERVICE DESK AGENTS: MAINTENANCE: SYSTEMS OPERATIONS (HEAD OFFICE AND REGIONS) REF NO: 2026/366 (X18 POSTS)</u></b><br>Job Purpose: To intercept and capture department's internal and external clients' requests and complaints received and provide first line support and routing them to both to ICT and Business units.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Head Office (Pretoria) and Regional Offices)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | A minimum Senior Certificate/Grade 12/ equivalent NQF Level 4 qualification. A relevant exposure in a customer service, ICT or Facilities Management environment. Training on Telephone etiquette, Customer service and PFMA will be added advantage. Computer skills such as an understanding of Ms Word, Excel, Internet browsing, tasking and email. Good verbal and written communication and listening skills. Typing skills with knowledge of Call Logging systems. The candidates should be prepared to work 24/7 shifts, including weekends and holidays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Answer and/or make calls (inbound and/or outbound) and respond to emails. Handle customer (internal & external) inquiries both telephonically and by email. Research required information by clients (internal/external) using available resources. Manage and resolve customer (internal & external) complaints/queries/FM service requests, IT related faults etc. Enter and update new customer information into appropriate systems. Process orders, forms, applications and calls on relevant systems. Identify and escalate priority issues/queries according to available Call Centre and Facility Management business processes. Assign or route calls to appropriate resource and/or in line with the Call Centre call logging process. Follow up customer calls where necessary and update customers accordingly. Update all call information on relevant systems according to Call Centre standard operating procedures. Complete and/or close call logged on system as well as update with appropriate comments. Maintain and improve Service Level Agreement. Conduct customer service surveys. |
| <b><u>ENQUIRES</u></b>     | : | Ms L Skhosana Tel No: (012) 406 1286                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Applications for the position of Service Desk Agents: Maintenance: Systems Operations must be emailed to: <a href="mailto:Recruitment26-81@dpw.gov.za">Recruitment26-81@dpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/77</u></b>   | : | <b><u>ACCOUNTING CLERK: FINANCE (BATCH CONTROLLER) REF NO: 2026/367</u></b><br>(Re-Advertisement-PSVC 13 of 2026, Ref No: 2026/184A, people who previously applied are encouraged to re-apply)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Mthatha Regional Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A minimum of Senior Certificate/Grade 12. No experience required. Knowledge of a financial environment. Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Valid driver's license.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the monthly reporting. As well as performing duties related to the cashier functions.                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Sani Tel No: (012) 492 3122                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Applications for the position of Accounting Clerk: Finance (Batch Controller) must be emailed to: <a href="mailto:RecruitMTH26-22@dpw.gov.za">RecruitMTH26-22@dpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | Practical exercise / test will form part of the selection process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## DEPARTMENT OF SOCIAL DEVELOPMENT

***It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts 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: Chief Director: [Human Capital Management-erecruit.HCM2@dsd.gov.za](mailto:HumanCapitalManagement-erecruit.HCM2@dsd.gov.za); Deputy Director: Population Policy and Strategy Implementation, Monitoring and [Evaluation-e-recruit.PPSIME@dsd.gov.za](mailto:Evaluation-e-recruit.PPSIME@dsd.gov.za); Deputy Director: Systems [Development-erecruit.DDSD2@dsd.gov.za](mailto:Development-erecruit.DDSD2@dsd.gov.za); HR Information Systems [Officer-e-recruit.HRISO@dsd.gov.za](mailto:Officer-e-recruit.HRISO@dsd.gov.za).
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 30 October 2026
- 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](http://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 R417.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and 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 discloser 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 S Boshielo. 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

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| <b><u>POST 37/78</u></b>          | : | <b><u>CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: V1/A/2026</u></b><br>Branch: Sector Corporate Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>              | : | R1 554 696 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | HSRC Building, Pretoria<br>A qualification at NQF Level 7 as recognised by SAQA in Human Resources Management, Industrial Psychology, Public Management, Public Administration or Business Administration Plus five (5) years' experience in senior management level. Knowledge and understanding of the relevant Public Service Act and Regulation. Knowledge and understanding of SETA's, SAQA, processes and curriculum development. Knowledge and understanding of performance management frameworks and best practice. Knowledge and understanding of Employment Equity Act and Labour Relations Act. Knowledge and understanding of Treasury Regulation and PFMA. Knowledge and understanding of dispute resolution, collective bargaining and CCMA process. Knowledge and understanding of EHWP. Knowledge and understanding of White Paper on Social Welfare. Knowledge of relevant policies and strategies pertaining to SSP. Understanding of National Gender Policy and Framework. Competencies needed: Strategic capability and leadership skills. Policy analysis and development skills. Budget planning and monitoring skills. Service delivery innovation skills. Programme and project management skills. Financial management skills. Information and knowledge management skills. Communication (verbal and written) skills. Problem solving and change management skills. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Risk management skills. Conflict management skills. Monitoring and evaluation skills. Quality Management skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness. |
| <b><u>DUTIES</u></b>              | : | Manage and facilitate the provision of human resource management services. Manage and coordinate the provision of employee relations and wellness services. Manage and facilitate the provision of training, development and performance management services. Manage and facilitate the development, review and monitor implementation of policies, regulations, guidelines, frameworks, norms and standards in relation to Social Service Professionals. Manage the implementation and mainstreaming of gender and disability throughout the organisation. Oversee, manage, and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Mr XA Brukwe Tel No: (012) 312-7665/7866<br>In terms of the Department's employment equity targets, Coloured and White males; African, Coloured and White females as well as persons with disabilities are encouraged to apply. Note: In terms of the Department's employment equity targets, African, Coloured, Indian and White males and African, Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

#### OTHER POSTS

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| <b><u>POST 37/79</u></b> | : | <b><u>DEPUTY DIRECTOR: POPULATION POLICY AND STRATEGY IMPLEMENTATION, MONITORING AND EVALUATION REF NO: V1/C/2026</u></b><br>Directorate: Population Policy Monitoring and Evaluation                                            |
| <b><u>SALARY</u></b>     | : | R932 292 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. |
| <b><u>CENTRE</u></b>     | : | HSRC Building, Pretoria                                                                                                                                                                                                          |

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| <b><u>REQUIREMENTS</u></b>        | : | A qualification at NQF level 7 as recognised by SAQA in Population Studies/ Demography Studies or Social Sciences PLUS 3-5 years' experience in junior management level in population and development environment. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of the Social Development sector. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the South African Population Policy. Knowledge and understanding of the PAJA, POPIA and PAIA. Knowledge of Population and Development Policy and legislations. Knowledge of government monitoring and evaluation. Knowledge of Quality Control Methods. Competencies needed: Programme and project management skills. Information and Knowledge management skills. People management and empowerment skills. Problem solving and change management skills. Policy analysis and development skills. Client orientation and customer focus. Service delivery innovation skills. Financial management skills. Communication (verbal and written) skills. Report writing skills. Computer literacy. Stakeholder management skills. Planning and coordination skills. Presentation and facilitation skills. Research, monitoring and evaluation skills. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty, reliability and integrity. Assertiveness.                                                                                                                                                                     |
| <b><u>DUTIES</u></b>              | : | Develop, manage, review, and monitor the implementation of population policy, strategies, plans, and frameworks. Coordinate and manage the development, implementation, monitoring and evaluation of South Africa's international strategy on population and development. Develop and manage monitoring and evaluation systems in relation to population policy. Coordinate the engagements, collaboration, and partnerships with various stakeholders. Manage human resource in line with human resource management, labour relations and human resource development & performance management policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Ms T Gumbeni Tel No: (012) 312-7924                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | : | In terms of the Department's employment equity targets, Coloured, Indian and White males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 37/80</u></b>          | : | <b><u>DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: V1/D/2026</u></b><br>(Re-advertisement)<br>Directorate: Systems Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>              | : | R932 292 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | HSRC Building, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | : | A qualification at NQF Level 7 as recognised by SAQA in Business Information Systems/ Information Technology in Software Development and Systems Development / Computer Sciences Plus 3-5 years' experience at a junior management level. Knowledge and understanding of Digital Transformation Strategy of the Public Services. Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of the relevant Public Service Regulatory Frameworks such as MISS, SDLC, MIOS, National Archives and Records Service Act, PAJA, PAIA and ECT. Knowledge and understanding of the DPSA Corporate Governance for ICT Policy Framework. Knowledge and understanding of Information and Communication Technology frameworks. Knowledge and understanding of business systems. Knowledge and understanding of database and development standards. Knowledge and understanding of business process principles, practices, techniques and tools. Knowledge and understanding of business concepts and requirements. Knowledge and understanding of database development. Knowledge and understanding of Information security principles and practices. Knowledge and understanding of Network management. Knowledge and understanding of IT Infrastructure Principles. Knowledge and understanding of vendor management and contract negotiation. Knowledge and understanding of system development methodology and project management. Knowledge and understanding of information technology business systems. Knowledge and understanding of ASP.net, VB.net, SQL, XML, HTML, JavaScript. Knowledge and understanding of business processes, principles, practices, technics and tools. Competencies needed: Database development skills. Systems |

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|                            |   | development skills. Communication skills. Policy analysis and development skills. People management. Project coordination skills. Problem-solving skills. Computer literacy skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Report writing skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Develop, review and implement systems database and development plans, policies and strategies to align with business needs, policies, legislative requirements, norms and standards. Develop databases, computerised systems, software applications and integrations to meet specific information systems requirements. Maintain and support all databases, computerised systems, and software applications to ensure their availability, reliability, and security. Monitor the implementation and utilisation of systems and processes in line with relevant standards, data security policies, and regulatory requirements, and compile performance reports. Manage, and report on human resources, and performance in line with the set regulations and prescripts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Nkhetho Tel No: (012) 312-7108                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | In terms of the Department's employment equity targets, African, Coloured, Indian and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 37/81</u></b>   | : | <b><u>HR INFORMATION SYSTEMS OFFICER REF NO: V1/D/2026</u></b><br>Directorate: Human Resources Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R338 106 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 6 as recognised by SAQA in Human Resources Management/ Public Management/ Public Administration including PERSAL Certificates: Post Establishment Administration PLUS 1-2 years' experience in Human Resource Information Management within PERSAL Establishment environment. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of Batho Pele Principles. Knowledge and understanding of relevant department HR Policies. Knowledge and understanding of PERSAL and Vulindlela Systems. Knowledge and understanding of PFMA requirements for Personnel Expenditure Reporting. Knowledge and understanding of Minimum Information Security standard. Knowledge and understanding of compensation analysis. Knowledge and understanding of Organizational Design Principles. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of MS Excel. Knowledge and understanding of HRBP tool. Knowledge and understanding of Code of Remunerations. Knowledge and understanding of Treasury Regulation and Directives. Knowledge and Understanding of Labour Relations Act. Knowledge and understanding of Employment Equity Act. Knowledge and understanding of PAIA and POPIA. Competencies needed: Communication (written and verbal). Office management and Administration. Computer Literacy. Client Liaison. Analytical. Financial administration. Report writing. People management. Planning and organizing. Problem solving. Numeracy. Client orientation and customer focus. Report writing. Policy analysis and implementation. Project administration. Facilitation and presentation. Attributes: Good interpersonal relation. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Independent thinker. Cost consciousness. Honesty and integrity. |
| <b><u>DUTIES</u></b>       | : | Administer PERSAL establishment within the department. Monitor and align the department's staff establishment on PERSAL according to the approved organisational structure. Collate HR information and assist with the compilation of monthly, quarterly and annual statistics and reports on HR activities. Render an effective HR advisory and support services to employees with regards to HR information and post establishment. Render support service to Capacity Assessment and Human Resource Planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr B Bubu Tel No: (012) 312 7503                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | In terms of the Department's employment equity targets, African, Coloured, Indian, and White males; African, Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



## DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b><u>APPLICATIONS</u></b> | : | Applicants must use this link below to access DSAC E-Recruitment System. <a href="https://erecruit.dsac.gov.za/public/login_test.php">https://erecruit.dsac.gov.za/public/login_test.php</a> Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026, 16:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. |

## OTHER POSTS

|                          |   |                                                                                                                                                                                                                                                                                                                       |
|--------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 37/82</u></b> | : | <b><u>DEPUTY DIRECTOR: GENDER FOCAL POINT REF NO: DSAC-01/10/2026</u></b>                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>     | : | R932 292 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70/ 75% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. |
| <b><u>CENTRE</u></b>     | : | Pretoria                                                                                                                                                                                                                                                                                                              |

## **REQUIREMENTS**

: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum Three-year Degree/National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Gender Studies / Sociology/ Public Management & Governance/ Humanitarian Studies/ Social Sciences/ specializing in gender and transformation development or any relevant gender studies qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in transformation, gender mainstreaming, gender analysis, social inclusion or any relevant gender equality, and special programs/ projects environment; Valid driver licence; Knowledge and understanding of Gender and Disability mainstreaming in the Public Service; Knowledge of relevant legislations and policies, Transformation agenda in the public service; Knowledge of 194 International conventions/agreements on targeted groups; Knowledge and understanding of National Gender Knowledge of gender analysis; Knowledge of promoting human rights; Knowledge of Commission on Gender Equality Act; Public Service Transformation frameworks (Batho Pele, Diversity Management); Knowledge of Human Resource policies and governance structures; Knowledge of Reporting frameworks (EEA2/EEA4, DPSA templates, M&E tools); Knowledge of Public Service Act and Regulations; Knowledge of transformation policies and legislative frameworks; Understanding of convention on the elimination of all forms of discrimination against women (CEDAW); Presentation skills; Negotiation skills; Financial management and leadership skills; Ability to conduct research; Project management and administration skills; Computer literacy; Planning and organisational skills Policy Framework; Good communication and interpersonal relations; Problem solving skills; Ability to work independently and within a team; Ability to meet deadlines and work well under pressure.

## **DUTIES**

: Develop and manage gender mainstreaming and transformation strategic plans; Champion gender equality and gender-responsive planning across the department; Provide advice on gender mainstreaming, transformation and diversity matters; Ensure implementation of national gender frameworks, policies and legislative prescripts; Manage the integration of gender perspectives into departmental strategic and operational plans; Oversee the maintenance of gender specialist networks and stakeholder partnerships database; Represent the Department in gender mainstreaming structures, forums, workshops and intergovernmental engagements; Prepare reports, speeches, presentations and briefing documents on gender mainstreaming and transformation matters; Facilitate awareness programmes on Gender Based Violence (GBV), sexual harassment, gender rights and diversity; Facilitate the implementation of departmental gender mainstreaming programmes and initiatives; Oversee the integration of gender mainstreaming policies, programmes and projects within the departmental; Manage and coordinate the capacity-building and awareness programmes within the Department; Monitor the implementation of interventions addressing cross-cutting gender challenges and transformation priorities; Nominate and establish gender mainstreaming and transformation committees; Conduct gender audits and assessments to evaluate; Ensure implementation of transformation and diversity management initiatives within the Department; Facilitate the promotion of the integration of gender and transformation perspectives across departmental operations; Develop guidelines, tools and frameworks to support gender mainstreaming processes; Oversee the coordination of gender-related training and competence development programmes; Conduct research, benchmarking and project visits to identify challenges and opportunities across gender mainstreaming and transformation; Facilitate organisational transformation initiatives aimed at promoting equity, inclusion and diversity; Liaise with relevant stakeholders, institutions and government departments on women empowerment, gender equality and transformation initiatives; Promote collaboration with key gender institutions and relevant stakeholders; Coordinate and participate in national and international awareness campaigns and commemorative events; Oversee the promoting of inclusive and equitable workplace culture through advocacy and awareness initiatives; Coordinate the implementation of programmes relating to Women's Month, GBVF, Human Rights, Disability Rights and related campaigns; Facilitate awareness sessions on gender rights, diversity, inclusion and workplace transformation; Coordinate communication and advocacy initiatives supporting departmental priorities; Provide input into strategic operational planning of the directorate; Coordinate the development, review and implementation of gender mainstreaming and transformation policies; Ensure departmental policies align with gender

|                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                     |   | equality and diversity frameworks; Monitor compliance with gender mainstreaming and transformation legislative and policy frameworks; Prepare reports on gender mainstreaming and transformation programmes; Monitor and track departmental performance against gender equality and transformation targets; Identify gaps, risks and corrective measures relating to gender mainstreaming implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ENQUIRIES</b>    | : | Ms Zandile Maloka Tel No: (012) 441 3730                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>POST 37/83</b>   | : | <b><u>ASSISTANT DIRECTOR: TRANSLATION AND EDITING: ISINDEBELE</u></b><br><b><u>REF NO: DSAC-02/10/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SALARY</b>       | : | R605 742 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CENTRE</b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>REQUIREMENTS</b> | : | Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Language Studies, Linguistics, Translation and Interpreting Studies majoring in the relevant language and/or translation, or relevant language qualification; 2–3 years relevant experience at least 2 years as an isiNdebele Language Practitioner in the translation environment; Successful completion of a departmental isiNdebele translation and editing test; Knowledge of Public Service Regulations; Knowledge and understanding of relevant language policies and prescripts; Knowledge of translation/ editing/ language administration; Excellent command of at least two official languages including English; Strong editing, proofreading and writing skills; Ability to translate and edit text electronically; Good communication interpersonal relations; Planning and organising skill; Computer literacy; Research skills.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DUTIES</b>       | : | The purpose of this position is to promote access to information by providing translation and editing services; Translating official documents from English into isiNdebele and vice versa; Receive and review official documents for translation requirements; Study, analyse and excerpt problematic terms from source documents; Translate documents from English into isiNdebele; Translate documents from isiNdebele into English; Consult with subject matter experts or language specialists when necessary; Editing, checking and proofreading official documents translated into isiNdebele; Editing official documents written in isiNdebele; Checking and verifying the accuracy of edited documents; Proofreading final versions of official documents translated into isiNdebele; Ensuring quality and consistency in all translated and edited materials; Performing quality checks on all documents before final approval; Conduct research and develop terminology terms; Conduct research and consultation on translation issues; Review and revise existing terminology for clarity and accuracy; Provide administrative support and liaison service; Archiving all translated and edited documents electronically; Reporting on progress; Liaise with stakeholders; Carry out tasks as requested by the supervisor; Assist and give advice to clients on language matters; Supervision of subordinates–Supervise translation activities of subordinates. |
| <b>ENQUIRIES</b>    | : | Ms PM Gaffane Tel No: (012) 441 3492                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**DEPARTMENT OF TRANSPORT**

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: [Recruitment@dot.gov.za](mailto:Recruitment@dot.gov.za) or at e-recruitment system: [erecruit.transport.gov.za](http://erecruit.transport.gov.za). Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 06 November 2026
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. Note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified: educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**OTHER POSTS**

- POST 37/84** : **PROCUREMENT ADMIN OFFICER REF NO: DOT/HRM/2026/38**  
Branch: Chief Financial Officer  
Chief Directorate: Financial Accounting and Supply Chain Management  
Directorate: Supply Chain Management  
Sub-Directorate: Bidding And Acquisition
- SALARY** : R338 106 per annum, all-inclusive
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Supply Chain Management / Logistics Management / Public Procurement Management with 1 year's experience in supply chain management. Knowledge and skills: Knowledge of SCM policies, prescripts and practices, Knowledge of Public Service Regulations and Public Service Act, Computer Literate (SCM System, MS Word, Excel), Understanding and application of SCM and PFMA prescripts, Knowledge of Treasury Regulations, Planning and Organising skills, Good Verbal and writing communication skills, Financial management skills and Project Management skills.
- DUTIES** : Administer the supplier database. Receive RFQ's and check compliance before sourcing quotations (Check budget, that the specifications are not

biased), Verify sourcing strategy to be implemented and its engagement model, Use Central Supplier Database (CSD) and other applicable sourcing strategies to acquire quotations in a fair and equitable manner, Monitor quotations and make sure they are in line with the time indicated when quotations were sources, Evaluate quotations and compile a comparative schedule , Ensure that suppliers are complaints on CSD, Make sure that the awarded supplier is the one that scores the highest points, Make sure that the comparative schedule is approved by the delegated authority, Proactively advise the LOGIS unit and Chief users on quotation status, Maintain daily liaising with chief users and suppliers, Handle internal and external queries with chief users and suppliers and Submit finalized quotations,VAS2 to logistics for further processing. Obtain quotation for services (Consultants), Receive Terms of Reference (TOR), Ensure that the is approved Case and Gap Analysis, Ensure that there is an approval submission to appoint specifications and Evaluations committee and that it is in line with treasury regulations 16 A and SCM Policy, Check the specification and make sure that it complies with SCM templates and Policy, Arrange the specification meeting and Compile a specifications report. Publish the TOR on e-tenders and departmental website, Invite security and internal control, receive the documents, make sure that there registers to record all proposals received during the closing date, Compile evaluation report to be approved by the delegated authority, Publish the results on e-tenders and the website, Ensure safe keeping of documents for audit purposes and Submit finalized projects to Contract Management for contract and logistics for further processing. Administer Quotation Process for IT related services, Receive DITCOM form with the specifications, Use RFB 740 and other applicable sourcing strategies by SITA to acquire quotations in a fair and equitable manner, Ensure that supplier are complaint on CSD, Daily liaising with chief users and suppliers, Handle internal and external queries with regards to quotation. Implement and administer all SCM policies, prescripts, and legislations. Implement and ensure compliance to all SCM policies, prescripts and legislation, Interact with the CSD/DTI and National Treasury, Assist in guiding services providers on steps to follow to comply with the Departmental requirements. Compile monthly statistical report. Update quotation register both manually and electronically, Weekly report to Manager on RFQ's and Update the deviations register as an when it happens.

**ENQUIRIES**

: Ms Lindiwe Mthimunye Tel No: (012) 309 3255

**POST 37/85**

: **PROCUREMENT ADMIN ASSISTANT REF NO: DOT/HRM/2026/39**  
Branch: Chief Financial Officer  
Chief Directorate: Financial Accounting and Supply Chain Management  
Directorate: Supply Chain Management  
Sub-Directorate: Bidding And Acquisition

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R280 278 per annum, all-inclusive  
: Pretoria  
: A qualification at NQF level 6 as recognised by SAQA in Supply Chain Management / Logistics Management / Public Procurement Management with no experience. Knowledge and skills: Knowledge of SCM policies, prescripts and practices, Knowledge of Public Service Regulations and Public Service Act, Computer Literate (SCM System, MS Word, Excel), Understanding and application of SCM and PFMA prescripts, Knowledge of Treasury Regulations, Planning and Organising skills, Good Verbal and writing communication skills.

**DUTIES**

: Administer the supplier database. Receive RFQ's and check compliance before sourcing quotations (Check budget, that the specifications are not biased), Verify sourcing strategy to be implemented and its engagement model, Use Central Supplier Database (CSD) and other applicable sourcing strategies to acquire quotations in a fair and equitable manner, Monitor quotations and make sure they are in line with the time indicated when quotations were sources, Evaluate quotations and compile a comparative schedule , Ensure that suppliers are complaints on CSD, Make sure that the awarded supplier is the one that scores the highest points, Make sure that the comparative schedule is approved by the delegated authority, Proactively advise the LOGIS unit and Chief users on quotation status, Maintain daily liaising with chief users and suppliers, Handle internal and external queries with chief users and suppliers and Submit finalized quotations,VAS2 to logistics for further processing. Obtain quotation for services (Consultants), Receive Terms of Reference (TOR), Ensure that the is approved Business

Case and Gap Analysis, Ensure that there is an approval submission to appoint specifications and Evaluations committee and that it is in line with treasury regulations 16 A and SCM Policy, Check the specification and make sure that it complies with SCM templates and Policy, Arrange the specification meeting and Compile a specifications report. Publish the TOR on e-tenders and departmental website, Invite security and internal control, receive the documents, make sure that there registers to record all proposals received during the closing date, Compile evaluation report to be approved by the delegated authority, Publish the results on e-tenders and the website, Ensure safe keeping of documents for audit purposes and Submit finalized projects to Contract Management for contract and logistics for further processing. Administer Quotation Process for IT related services, Receive DITCOM form with the specifications, Use RFB 740 and other applicable sourcing strategies by SITA to acquire quotations in a fair and equitable manner, Ensure that supplier are complaint on CSD, Daily liaising with chief users and suppliers, Handle internal and external queries with regards to quotation. Implement all SCM policies, prescripts, and legislations. Implement and ensure compliance to all SCM policies, prescripts and legislation, Interact with the CSD/DTI and National Treasury, Assist in guiding services providers on steps to follow to comply with the Departmental requirements. Draft monthly statistical reports. Update quotation register both manually and electronically, Provide Weekly report on RFQ's and Update the deviations register as an when it happens.

**ENQUIRIES**

: Ms Lindiwe Mthimunye Tel No: (012) 309 3255

## NATIONAL TREASURY

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



**APPLICATIONS**  
**CLOSING DATE**  
**NOTE**

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>  
 : 02 November 2026 at 12:00 pm (Midday)  
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za). Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a closing date listed and closing time of 12h00

(Midday) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (Midday) of the said closing date for that post. There are no other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

## **MANAGEMENT ECHELON**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>POST 37/86</b>          | : | <b><u>CHIEF DIRECTOR: NEIGHBOURHOOD DEVELOPMENT PROGRAMME</u></b><br><b><u>REF NO: S112/2026</u></b><br>Division: Intergovernmental Relations (IGR)<br>Purpose: To support and facilitate the development and implementation of urban network plans and strategies, in line with the vision, strategy and goals of the Infrastructure Finance and Implementation Support Agency which incorporate primary and secondary interconnections to strategic urban hubs in townships, with a focus on urban network plans, bankable precinct plans and projects that deliver catalytic infrastructure and leverage third-party public and private sector development in urban hubs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R1 554 696 per annum, (Including benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Project Management or Civil Engineering or Urban Development or Town and Regional Planning or Economics or Commerce or Social Sciences or Public Administration or Law. A minimum 5 years' experience at a senior managerial level obtained in urban planning. Knowledge and experience in management of infrastructure initiatives and funds, financing of property and related expenditure. Knowledge and experience of municipal service delivery legislation framework, e.g. Municipal Finance Management Act (MFMA), Treasury Regulations, etc. In-depth knowledge of government departments operations, e.g. Cooperative governance and their supporting entities. Knowledge and experience in the management of urban and/or economic infrastructure development, e.g. project analysis oversight and contractual matters. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Implement Strategy and Policy Development: Develop and implement an annual strategy aligned with IFISA and NDP mandates. Consult stakeholders and identify key performance indicators for the strategy. Monitor and evaluate progress against targets and provide stakeholder feedback. Lead unit plans, process improvements and implementation initiatives. Monitor turnaround times and quality standards, resolve service delivery issues and implement dispute-resolution mechanisms. Monitor, evaluate and ensure compliance with organisational policies and procedures. Contribute to business planning and strategy development and oversee the unit budget. Municipal Project Development Preparation: Identify and prioritise municipal projects for planning, feasibility assessment and bankability. Manage initiatives that expand blended-finance, bankable programmes and projects to maximise development impact and financial sustainability. Develop business strategies and opportunities to build a bankable project pipeline and secure governance approval. Review and communicate the Urban Networks Strategy, and guide urban planning, implementation and innovation. Review municipal business cases and feasibility studies for IFISA funding consideration. Review spatial targeting, precinct design, investment phasing, management and project plans for alignment. Provide input on the prioritisation and implementation of municipal capital projects. Private and Public Sector Investment: Support priority municipalities to identify, package, structure and implement projects that attract private sector investment at scale. Collaborate with IFISA units to mobilise spatially targeted private sector investment for priority municipalities. Prioritise high-impact private sector investment strategies in targeted precincts and urban hubs. Engage public and private sector decision-makers to strengthen stakeholder partnerships and investment cooperation. Operations Management: Provide direction in executing strategy and management of portfolios. Support diversity strategies and related initiatives, Engage and build synergies and cooperation with stakeholders. Promote business and organisational values and sustain a high-performance culture. Assist with developmental initiatives and optimise capability to improve |

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|                                   |   | organisational performance. Contribute to IFISA pipeline: Determine value of projects originated and approved into the IFISA pipeline. Calculate projects packaged and submitted for funding consideration of approvals, Prepare projects committed for IFISA pipeline private sector funding catalysed for approved projects/programmes. Partner with established leaders promoting IFISA infrastructure development opportunities. Determine the number of agreements concluded with strategic partners for the implementation of IFISA's objectives and mandate in alignment with structured MoU/ MoAs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>ENQUIRIES</b>                  | : | enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>OTHER POST</b>                 |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>POST 37/87</b>                 | : | <b><u>DEPUTY DIRECTOR: EXPENDITURE AND REVENUE MANAGEMENT</u></b><br><b><u>REF NO: S114/2026</u></b><br>Division: Office of The Director-General (ODG)<br>Purpose: To manage expenditure and revenue of the National Treasury and provide an administrative support service pertaining to payments to creditors, update on departmental revenue, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SALARY CENTRE REQUIREMENTS</b> | : | R932 292 per annum, (Including benefits)<br>Pretoria<br>A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in Financial Accounting or Business Management or Public Administration. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in financial accounting and supply chain management environment. Knowledge and experience of the government financial management framework. Knowledge and experience of revenue and expenditure dissemination and reconciliation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DUTIES</b>                     | : | Process transactions of creditors and departmental payments: Process and reconcile transactions concerning all creditors. Authorise payments on BAS and LOGIS Procurement Integration. Generate management reports concerning creditors and other related payments. Communicate with internal and external stakeholders on confirmation of receipt of payments. Transfer funds to government departments, entities, and agencies: Initiate the transfer of funds to provinces, municipalities and entities in compliance with regulatory requirements. Verify transfers through the reconciliation of the transfer schedule. Cash deposits, departmental revenue, and petty cash: Issue cash receipts as proof of confirmation of deposits paid. Allocate departmental revenue and justify the support documents as proof of payments. Issue petty cash advances and record in Petty Cash Register for record purposes. Manage the National Treasury 's bank accounts: Initiate the clearing of control and bank accounts as prescribed. Execute banking transactions with the relevant supporting documents. Perform bank reconciliations and minimise discrepancies. Co-ordinate requested funds based on designated drawings schedules and facilitate through SAFETYWEB. Monitor allocations to control and suspense accounts: Engage affected institutions when recover amounts allocated to control/ suspense accounts. Review reconciliations and ensure that amounts allocated to control/ suspense accounts are cleared. Review management reports and other relevant information pertaining to control/suspense accounts for correctness. |
| <b>ENQUIRIES</b>                  | : | enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## DEPARTMENT OF WATER AND SANITATION

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| <b>APPLICATIONS</b> | : | All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CLOSING DATE</b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>NOTE</b>         | : | Interested applicants must submit their applications via the online link <a href="https://erecruitment.dws.gov.za">https://erecruitment.dws.gov.za</a> . Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. |

## MANAGEMENT ECHELON

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| <b>POST 37/88</b>                 | : | <b><u>CHIEF DIRECTOR: WATER INSTITUTIONS MANAGEMENT REF NO: 301026/01</u></b><br>Branch: Provincial And Entity Governance and International Cooperation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>SALARY CENTRE REQUIREMENTS</b> | : | R1 554 696 per annum (Level 14), (all-inclusive salary packages)<br>Pretoria Head Office<br>A relevant undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration, Management, Governance, Economics, Corporate Governance, Water Resource Management, Environmental Management and Engineering Science with five (5) years of experience at a senior management level. Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government. Understanding and application of finance. Knowledge within the regulation and oversight of statutory bodies. Knowledge of relevant legislation within the water sector. Knowledge and application of project and programme leadership management. Understanding of the business and budget planning framework of the South African government. Understanding of relevant public service prescripts. Strategic capacity and leadership. Understanding of financial, change and knowledge management. Service delivery and innovation. Problem solving and analysis. People management and empowerment. |

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|                            |   | Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Oversee and lead the establishment and disestablishment of water sector institutions (overruling water resources and services). Guide the development and implementation of frameworks and policies for creating or dissolving institutions within the water sector. Oversee the monitoring of institutions, affairs, practices, activities, behaviours, and conduct to ensure alignment with legislative and agreed-upon norms. Implement review mechanisms to regularly assess compliance with prescribed standards and practices. Oversee and lead the establishment, implementation, and effective operation of corporate governance structures, procedures, practices, controls and safeguards. Oversee the drafting of directives to be issued by the Minister to water governance entities. Collaborate with legal and regulatory teams to ensure directives are clear, enforceable and support legislative objectives.                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr Vincent Molatana Tel No: (012) 336 8610                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 37/89</u></b>   | : | <b><u>DIRECTOR: OPERATIONS CENTRAL REF NO: 301026/02</u></b><br>Branch: Infrastructure Management: Central Operations<br>Cd: Water Resource Infrastructure Operations and Maintenance<br>Dir: Operations Central                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum (Level 13), (all-inclusive salary packages)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's Degree or relevant NQF Level 7 qualification in Mechanical, Civil, or Electrical Engineering, coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. The disclosure of a valid unexpired driver's licence is required. The successful candidate must demonstrate sound knowledge of the water sector, engineering principles and practices, engineering project management, programme and project management, human resource management, financial management, the Public Finance Management Act (PFMA), and Treasury regulations and procurement processes. The candidate must possess the following competencies and skills: strategic capability and leadership; service delivery and innovation; change and knowledge management; problem-solving and analytical skills; people and diversity management; client orientation and customer focus; excellent verbal and written communication skills; accountability; and ethical conduct. |
| <b><u>DUTIES</u></b>       | : | The development and implementation of policies and strategic objectives for the cluster. Develop progress reports on the achievement of objectives and expenditure. Manage the operations of water resource infrastructure for the cluster. Develops, reviewed and updated bulk water supply agreements. Rehabilitation and refurbishment of water resource infrastructure. Manages the canals and civil engineering rehabilitation of infrastructure. Ensure that risk for the operations in the cluster is managed. Manage asset management for both movable and non-moveable assets. Ensure that the bulk supply of raw water to institutions is in accordance with the agreement signed by relevant parties. Resource accountability and human resource management. Transformation, financial management and accountability. Accounting to departmental bargaining adjudication committee.                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr A Thobejane Tel No: (012) 336 7869                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>OTHER POSTS</b>         |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/90</u></b>   | : | <b><u>CHIEF ENGINEER GRADE A REF NO: 301026/03</u></b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R1 317 108 – R1 504 797 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Bellville                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An Engineering degree (B Eng/ BSc (Eng) or relevant qualification. Six (6) years' post qualification experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Extensive experience in water and sanitation services planning and implementation, including feasibility studies and designs. Knowledge of programme, project, financial management and ability to effectively liaise with a range of sector role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

players. Knowledge of water sector and relevant legislation (including but not limited to, the Water Services Act No. 108 of 1997, National Water Act No. 36 of 1998 as well as the National Environmental Management Act No. 107 of 1998) among others. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting. Engineering and professional judgment, Strategic capability and leadership. Problem solving and analysis skills. Decision making, Team leadership and creativity, financial management. Customer focus and responsiveness, Communication, computer skills, people management, planning and organizing, Conflict management, negotiation skills and change management.

## **DUTIES**

: Manage technical services and support in conjunction with Engineers, Technologists, Technicians, and associates in filed, workshop and technical office activities. Provide support in the analysis and project management of water and sanitation services projects. Provide technical support to the water and sanitation sector. Strategic analysis of Water Services themes and topics. Development of related business perspectives with recommendations. Liaison and engagements with all stakeholders and water and sanitation sector players with regards to project planning and implementation. Provide support to WSAs to ensure implementation of Planning and implementation frameworks and methodologies. Monitoring and reporting on the adherence to these planning and implementation frameworks and methodologies. Identification, prioritization and initiation of projects through and the associated financial management to structure the required budgets for planning and implementation. Co-ordination of planning to ensure integrated planning and management of water and sanitation projects in all spheres of government (Water Boards, WSAs and other WSPs) to improve water and sanitation services, and the reliability and sustainability of infrastructure. Investigation, assessment, monitoring and reporting on all aspects of Water and Sanitation Services delivery. Ensure all data, information, reports and results of analyses are packaged and made accessible to the sector via the Water Services Knowledge System and National Integrated Water Information System. Liaison with, and maintenance of data sharing and information partnerships with key Water and Sanitation Services, Sector role-players and stakeholder such as Statistics South Africa, National Treasury, Cooperative Governance and Office of the Presidency. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for the approval by the relevant authority. Monitor and ensure projects are implemented in accordance with prescribed norms and standards. Monitoring and evaluation of water and sanitation services delivery projects. The provision of guidance to the water sector regarding technical and engineering aspects of the operations and maintenance of water and sanitation services infrastructure. Support and provide guidance on All Town Reconciliation Studies, implementation of WCWDM, Bulk Water and Sanitation Master Planning and Disaster Management. Continuous professional development to keep up with new technologies and procedures. Research/Literature studies on technical engineering technology to improve expertise. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

## **ENQUIRIES NOTE**

: Mr AS Jones Tel No: (021) 941 6280  
: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

## **POST 37/91**

: **SCIENTIST MANAGER GRADE A - REF NO: 301026/04**  
Branch: Water Resource Management

Dir: Water Resource Management Planning  
Sd: Water Quality Planning

**SALARY** : R1 143 468 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : MSc Degree in chemistry, biochemistry or microbiology or relevant qualification in Water Resource Management. Six (6) years of applicable post qualification of BSc Natural Scientific experience. Compulsory professional registration with SACNASP as a professional Natural Scientist. The disclosure of a valid unexpired driver's license. Extensive knowledge of, and relevant experience in water quality management. Computer literacy. A sound knowledge and the ability to integrate the management of water quality into the holistic management of water resources. Must possess excellent written and verbal communication skills. Good comprehension skills. The ability to interpret data and information, the ability to work with a wide range of stakeholders.

**DUTIES** : The successful candidate will join a team of professionals responsible for strategic water resource planning, focusing on water quality through the development and maintenance of integrated water quality planning solutions. This requires conducting assessment studies to address data and information gaps and needs for water quality planning. Will be responsible for forward planning utilising predictive modelling tools, among other methods. Formulate planning goals, including the determination of Water Quality Planning Limits. Responsible for intervention planning through scenario analysis, reconciliation and allocation of water quality, and the development of programmes, thematic plans and strategies to maintain or improve water resource quality in catchments. Provision of water quality planning decision support and related management information in support of the implementation of water quality interventions. Provision of water quality planning related capacity building. Contribute to providing national and strategic guidance or advice on resource directed water quality management and water quality planning. Assisting in the planning and conducting of studies or projects, as well as in the writing and compilation of technical scientific reports and documents. The activities will also relate to the development, implementation and refinement of policies, strategies, guidelines and methodologies related to water quality planning and management. Promote integrated planning through stakeholder participation, coordination and management.

**ENQUIRIES** : Dr D Tagwi Tel No: (012) 336 7394

**POST 37/92** : **SCIENTIST MANAGER GRADE A REF NO: 301026/05**  
Branch: Water And Sanitation Services Management: EC  
Provincial Operations: Eastern Cape  
Sd: Geohydrological Services

**SALARY** : R1 143 468 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Kugompo  
**REQUIREMENTS** : MSc Degree or equivalent qualification in Geohydrology/Hydrogeology/Earth Science. Six (6) years of post-qualification natural sciences experience required. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Experience in groundwater exploration, monitoring, assessment and sustainable resource management. Experience in water resource management. Scientific methodologies and models. Research and development. Scientific presentation. Analysis and management of groundwater data. Business processes to ensure data flow. Professional judgement. Scientific mentoring. Strategic capability and Leadership. Financial Management. Change Management. Problem solving and analysis. Knowledge management. People Management and Empowerment. Client Orientation and Customer Focus. Excellent communication, report-writing and presentation. Conflict management. Accountability and ethical conduct. Knowledge of the National Water Act and related water-sector legislation. Experience in scientific research, project management, stakeholder engagement, technical report writing and the management of professional scientific personnel. Knowledge of GIS and groundwater-modelling tools such as MODFLOW will be an added advantage. Accountability and ethical conduct.

**DUTIES** : Manage and provide strategic leadership for geohydrological services. Plan, coordinate and oversee groundwater-resource monitoring, assessment and information management programmes. Provide specialist geohydrological

advice to management, municipalities, water-sector institutions and other stakeholders. Oversee groundwater-quality and groundwater-level monitoring programmes. Manage groundwater data, modelling and dissemination of scientific information. Lead scientific research and promote the application of innovative groundwater management approaches. Provide input on groundwater projects, budgets and procurement processes. Manage staff performance and development. Mentor candidate scientists and facilitate scientific skills transfer. Represent the department in technical committees, stakeholder forums and intergovernmental structures. Ensure compliance with applicable legislation, policies, professional standards and scientific codes of practice. Develop and implement geohydrological methodologies, policies, strategies, procedures and technical standards. Review and approve scientific reports, groundwater studies, models and technical recommendations. Ensure the development and implementation of policies, systems, and procedures. Review and recommend/approve scientific projects; facilitate the setting of scientific standards, specifications, and service levels according to organizational objectives to ensure optimum operational service. Monitor scientific efficiencies according to organizational goals; and facilitate the compilation of innovation proposals to optimize limited resources in achieving increased levels of compliance within industry.

**ENQUIRIES**

:

Ms. B Kama Tel No: (043) 701 0376

**POST 37/93**

:

**DEPUTY PROJECT MANAGER REF NO: 301026/06**

Branch: Water And Sanitation Services Management: NW

Cd: Provincial Operations: Northwest

**SALARY  
CENTRE  
REQUIREMENTS**

:

R1 101 468 per annum (Level 12), (all-inclusive salary package)

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Mmabatho

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A relevant NQF level 7 qualification in Civil Engineering or Project Management in an engineering environment. Five (5) years' management experience in an engineering project management environment. The disclosure of a valid unexpired driver's license. Possesses a general understanding of contract administration, business principles, and business law. Effective management and leadership skills. Effective computer skills; Microsoft Office Software, Lotus Notes, and other Company and discipline-specific software applications. Effective communication skills both verbally and in writing with management and internal and external stakeholders, including presentation, reporting and networking skills. Effective analytical and problem-solving skills. Programme and project management. Knowledge of policy development and implementation of the Division of Revenue Act (DoRA) and Public Finance Management Act (PFMA), National Water Act (NWA), Water Services Act (WSA) and related legislation. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer focus. Communication. Accountability and ethical conduct.

**DUTIES**

:

Provide support in the implementation and management of water services infrastructure grant programmes in the provincial operations. Ensure co-ordination and analysis of strategic inputs and budget planning. Prepare implementation plans and project costing. Provide technical advisory support on the integrated infrastructure planning processes. Provide support in the development of project planning by participating in the design and/or testing phases. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Support the development and evaluation of Implementation Readiness Study (IRS) reports. Ensure that water services infrastructure grant programmes are budgeted for in the medium-term expenditure framework (MTEF). Monitor and evaluate the implementation of all water services infrastructure development programmes in the provincial operations. Facilitate and oversee the transfer of grant funds to Water Services Authorities for the implementation of water services infrastructure programmes.

**ENQUIRIES  
NOTE**

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Mr S Velembu Tel No: (018) 387 9549 / Cell No: (082) 952 9604

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NB: Shortlisted candidates will be subjected to perform ethical and practical tests.

**POST 37/94**

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**DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 301026/07**

Branch: Office of The Director-General  
 Cd: Corporate Planning and Organisational Performance  
 Dir: Organisational Development

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| <b><u>SALARY</u></b>       | : | R1 101 468 per annum (Level 12), (all-inclusive salary packages)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Pretoria Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Management Services/Operations Management/ Production Management/ Industrial and Organizational Psychology. Five (5) years management experience in Organisational Development environment. Sound experience in job evaluation processes and relevant system. Knowledge and understanding of organizational development and design principles. Knowledge of operations management tools. Knowledge of change management. Ability to develop operations management values chain. Ability to conduct high-level feasibility studies. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication skills both (verbal and written). Presentations, report writing and networking skills. Understanding of programme and project management. Strategic capability and leadership. People management and empowerment. Knowledge management. Service delivery and innovation. Problem solving and analysis. Client orientation and customer focus. Accountability and ethical conduct. |
| <b><u>DUTIES</u></b>       | : | Manage the development and review of organisational structure, job profiles and job grading. Conduct functional and establishment investigations. Manage the development of business process, SOP's and service standards. Develop guidelines on operations management tools. Manage the implementation of all planned change. Research and develop change programmes that best fit for the organisational improvements. Monitor and evaluate the implementation of organisational structure, job profiles, job grading, operations management interventions and continuous improvement. Ensure maintenance of organisational structure, job profiles, job gradings, continuously improvement of the business process, SOP's service standards and operations management policy. Management of human resources.                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr J Khoza Tel No: (012) 336 7405                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/95</u></b>   | : | <b><u>DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: 301026/08</u></b><br>Branch: Water And Sanitation Services Management: FS<br>Cd: Provincial Operations: Free State                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R1 101 468 per annum (Level 12), (all-inclusive salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Bloemfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 7 qualification in Public Administration/Public Management/Human Resource Management/Industrial Psychology. Five (5) years management experience in corporate support environment at Assistant Director level. The disclosure of a valid unexpired driver's license. Competencies: Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of human Resource Management. Knowledge of Communication and Information Technology. Knowledge of HR information. Disciplinary knowledge of HR information. Understanding of government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Oversee the corporate support services functions such as HR Management, Information Technology, Communication, Auxiliary Services, Employee Health and Wellness, Occupational Health and Safety, Safety and Security, and Labour Relations. Lead the development and implementation of Corporate Support Services Operational Plan. Compile and submit monthly, quarterly, and annual reports (finance, performance, and risk) for the component. Manage budget and procurement processes of the component. Support the Provincial Head on the event, information and business continuity management for the Free State. Analyse policies and recommend necessary amendments. Management of audit process for the component. Ensure implementation of policies in various disciplines within the component and compliance thereof. Ensure that Corporate Services forms business partnership with line management. Manage and supervise human resources.                                                                                                                                                    |

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| <b>ENQUIRIES</b>                          | : | Dr T Ntuli Tel No: (051) 405 9000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POST 37/96<br/>301026/09</b>           | : | <b><u>CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 301026/09</u></b><br><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SALARY<br/>CENTRE<br/>REQUIREMENTS</b> | : | R958 766 per annum, (all-inclusive OSD salary package)<br>Bellville<br>A Bachelor of Technology in Engineering (BTech) or relevant qualification. Six (6) years post qualification engineering technologist experience required. Compulsory registration with Engineering council of South Africa (ECSA) as a professional engineering technologist. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Technical design and analysis knowledge. Understanding research development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and consulting. Problem solving and analysis. Decision making, creativity and teamwork. Understanding of people financial management. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer Skills. Planning and organizing. Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>DUTIES</b>                             | : | Manage technical services and support in conjunction with Engineers, Technologists and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance of databases. Manage, supervise and control technical related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/ Literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering related matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ENQUIRIES</b>                          | : | Mr MS Mnisi Tel No: (021) 941 6144                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>POST 37/97</b>                         | : | <b><u>CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 301026/10</u></b><br>Branch: Infrastructure Management: Eastern Operations<br>Cd: Water Resource Infrastructure Operations and Maintenance<br>Dir: Operations Eastern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>SALARY<br/>CENTRE<br/>REQUIREMENTS</b> | : | R958 776 per annum, (all-inclusive OSD salary package)<br>Midmar Dam<br>A Bachelor of Technology (B-Tech) in Mechanical Engineering as recognised by SAQA. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. A minimum of six (6) years post qualification experience as an Engineering Technologist or Technician. The disclosure of a valid unexpired driver's licence (except for persons with disabilities). Demonstrated experience in infrastructure condition assessment, project management, design and analysis of water related infrastructure, preparation of procurement documentation and site supervision of construction works. Proven practical experience of mentoring graduate interns and facilitating training and development. Knowledge and experience of works management SAP will serve as an added advantage. Sound knowledge of contract administration and project management, with ability to interpret and review technical drawings and designs. Understanding of public sector procurement processes, financial planning and management principles. Knowledge of applicable legislation, including National Water Act, Water Services Act, environmental legislation, and Public Finance Management Act (PFMA). Knowledge of standard forms of contract used in infrastructure projects, Problem solving and decision-making skills are essential as well as the ability to work in a multi-disciplinary team. Willingness to work outside normal working hours. Compulsory and extensive travelling throughout the KwaZulu-Natal and other provinces as and when required. Good communication skills both (verbal and written). Conflict management and negotiation skills. |

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| <b><u>DUTIES</u></b>                     | : | Work in the cluster office Technical Services sub directorate as one of the technical personnels that supports Area Offices. Manage Water Infrastructure O&M work streams with technical support from a team of Engineers, Technologist, Technicians, Artisans and maintenance personnel in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings, and procedures to incorporate new technology. Implement and manage projects in terms of the best practice and policy requirements. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Undertake condition assessment of infrastructure and update the relevant database and produce detailed reports on assessment results. Ensure that all infrastructure assets are properly maintained. Manage administrative activities, human resources related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster performance enabling committees such as OHS committee, Disposal committee, BID committees, , Management Committees as per operations need. Attend to Risk and Disaster Management matters. Research and Development through continuous professional development to keep up with new technologies and procedures. Laise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the KwaZulu-Natal Province and other provinces as and when required. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. This is one of the Senior Technical roles in the cluster therefore, the candidate is required to have good leadership skills and will be expected to mentor the junior technical personnel. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Tahir Jasat Tel No: (033) 239 1900                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/98</u></b>                 | : | <b><u>DEPUTY DIRECTOR: HR INFORMATION MANAGEMENT REF NO: 301026/11</u></b><br>Branch: Corporate Support Services<br>Cd: Human Resource Management<br>Dir: Human Resource Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R932 292 per annum (Level 11), (all-inclusive salary packages)<br>Pretoria Head Office<br>A relevant NQF level 7 qualification in Human Resource Management/Public Management. Five (5) years management experience in Human Resource Information management and Human Resource Systems i.e. PERSAL. Departmental PERSAL Controllers Certificate. Proven extensive PERSAL experience. Extensive knowledge of MS Excel, Word and databases. HR analytics and reporting. HR dashboards, workforce analytics, management information trends and evidence-based decision making. The disclosure of a valid unexpired driver's license. Strategic knowledge of HR information management and HR systems. Strong understanding of government legislations (PSA, PSR, POPIA, NARSSA, Act, PFMA, MS frameworks). Understanding of data governance, analytics, and reporting. Policy development, monitoring and evaluation. Understanding of people empowerment, change management and business process improvement. Knowledge of finance, risk management and audit compliance. Strategic capacity building and leadership. Understanding of project and programme management. Understanding of people, change and financial management. Client orientation and customer focus. Ethical conduct and accountability. Good communication skills both (verbal and written). Stakeholder management, ethical conduct and accountability. Problem solving and decision making.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>                     | : | Management of Human Resource Information system. Monitor the administration, maintenance and optimisation of HR systems e.g. PERSAL. Management of the implementation and maintenance of the approved departmental structure on PERSAL. Post establishment. Management of the vacancy rate. Manage the provision of HR information. Human resource reporting by assessing user requirements, quality assurance and formatting HR. Oversight reports and Vulindlela. Management of HR databases. Storage and data integrity of human resources information in line with relevant legislation. Manage the provision of the PERSAL management report on a monthly basis. Management of HR information systems i.e.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                            |   | PERSAL, e-leave. Departmental PERSAL controller. Ensuring adherence to the departmental PERSAL policy. Management of PERSAL user access control, PERSAL training and system changes. Liaison with National Treasury. Management of human resource registry. Oversee the classification, storage, retrieval and disposal of HR records in line with legislative requirements. Manage and supervise staff performance, development and productivity. Manage the unit budget, including planning, monitoring and reporting on expenditure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ENQUIRIES</b>           | : | Ms P Naidu Tel No: (012) 336 7762                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POST 37/99</b>          | : | <b><u>DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 301026/12</u></b><br>Branch: Water And Sanitation Services Management: GP<br>Cd: Provincial Operations: Gauteng                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Gauteng                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 7 qualification in Public / Business Administration / Management. Five (5) years management experience in Administration environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Understanding of administration processes. Disciplinary knowledge of HR information. Understanding of government legislations. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Good interpersonal skills and analytical procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Coordinate, consolidate and report on the planning. Coordinate and consolidate inputs for strategic and annual plans. Management of queries and correspondence within the office. Coordinating matters relating to portfolio committee issues, referrals, audit findings, parliamentary queries, risk management etc for the programme and ensure meeting timelines/ deadlines of those requests. Ensure documents management. Develop and maintain system in the office that will contribute towards improving efficiency. Provide management support to the office and represent the Head Provincial Operations at meetings, workshops engagements etc. Record minutes, decisions and communicate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documents to adequately prepare the Head Provincial Operations. Provide financial administrative support to the office. Determine and collate information regarding the budget needs of the office. Management of human resources of the Provincial Operations. |
| <b>ENQUIRIES</b>           | : | Mr PS Nevhorwa Tel No: (012) 392 1324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POST 37/100</b>         | : | <b><u>DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 301026/13</u></b><br>Branch: Water And Sanitation Services Management: NW<br>Cd: Provincial Operations Northwest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Mmabatho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 7 in qualification in Public / Business Administration / Management. Five (5) years management experience in Administration environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Understanding of administration processes. Disciplinary knowledge of HR information. Understanding of government legislations. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Good interpersonal skills and analytical procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Coordinate, consolidate and report on planning matters within the office of the Provincial Head. Coordinate and consolidate inputs for strategic and annual performance plans and related reporting requirements. Manage and coordinate queries correspondence and submissions within the office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Coordinate matters relating to portfolio Committees, referrals, audit findings, parliamentary queries, risk management and other governance matters relevant to provincial operations and ensure adherence to prescribed timelines and deadlines. Ensure effective records and document management within the office. Develop, maintain and improve administrative and management support systems that contribute towards the efficiency and effectiveness of the office of the Provincial Head. Provide executive, strategic coordination and administrative management support to the Provincial Head. Represent the Provincial Head at ate meetings, workshops and other engagements, where appropriately delegated. Coordinate and record key decisions and resolutions, communicate these to relevant role players and monitor and follow up on progress regarding implementation. Prepare and consolidate briefing notes, reports, presentations, submissions and other management information required to adequately support and prepare the Provincial Head for meeting, oversight engagements and other executive responsibilities. Provide financial administrative support to the office, including determining and consolidating information regarding budgetary requirements and monitoring relevant expenditure matters. Coordinate and support human resource administrative matters relevant to the office and Provincial Operations, within applicable delegations and prescripts.

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| <b><u>ENQUIRIES</u></b>    | : | Mr L Mditshane Tel No: (018) 387 9502                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 37/101</u></b>  | : | <b><u>ENGINEER PRODUCTION GRADE A – C REF NO: 301026/14</u></b><br>Branch: Water And Sanitation Services Management: NW<br>Cd: Provincial Operations: Northwest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R914 517 – R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Mmabatho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | An Engineering degree (B Eng/BSc (Eng) in Civil Engineering. Three (3) years' relevant post-qualification engineering experience in civil and water engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid, unexpired driver's licence is required, as site visits and travel form part of the duties. Sound knowledge and experience in municipal water services planning; Water Services Development Plans (WSDPs), water services master plans and five-year reliability plans; water demand, balances, backlogs, infrastructure capacity, performance and risk assessments; feasibility studies, business plans, project identification, prioritisation, packaging and implementation readiness. Working knowledge of the Water Services Act, National Water Act, Municipal Systems Act and applicable environmental, public-finance, supply-chain and engineering prescripts. Competence in programme, project, contract, risk and financial management; technical report-writing; stakeholder coordination; and Microsoft Office. Experience with GIS, hydraulic modelling and engineering design software will be an advantage. Strong analytical, problem-solving, planning, presentation, facilitation and communication skills. Sound professional judgement, teamwork, client orientation, accountability and ethical conduct. |
| <b><u>DUTIES</u></b>       | : | Support Water Services Authorities to prepare, review and update WSDPs, water services master plans, five-year reliability plans and aligned Integrated Development Plan inputs. Assess current and future service needs, backlogs, demand, water balances, infrastructure capacity, condition and performance, and supply risks; evaluate planning and operational scenarios. Identify, prioritise and package projects; quality-assure scoping and feasibility studies, business plans, engineering reports, designs, cost estimates, programmes, risk registers and implementation-readiness information. Provide engineering and project-management support to MIG, WSIG, RBIG and other funding processes. Conduct site inspections and technical investigations; verify geo-referenced project and infrastructure information. Support the Comprehensive Infrastructure Plan, water conservation and water demand management, Free Basic Services, Municipal Priority Action Plan, Municipal Strategic Self-Assessment and sector reporting. Coordinate planning inputs with municipalities, sector departments, departmental programmes and service providers. Prepare reports and Annual Performance Plan inputs. Promote compliance, value for money, safety and environmental responsibility. Mentor Candidate Engineers, graduate interns and engineering technicians.                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr T. Mtshali Tel No: (018) 387 9587                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | NB: Shortlisted candidates will be required to undergo technical and ethical assessments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>POST 37/102</b>         | : | <b><u>ENGINEER PRODUCTION GRADE A-C REF NO: 301026/15</u></b><br>Branch: Infrastructure Management: Eastern Operations<br>Cd: Water Resource Infrastructure Operations and Maintenance<br>Dir: Operations Eastern<br>Sd: Mechanical Engineering Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R914 517 - R1 376 199 per annum, (all-inclusive OSD salary package),<br>(Offer will be based on years of experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Midmar Dam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | An Engineer degree (B Eng/BSc Eng) in Mechanical Engineering or relevant engineering qualification. Three (3) years post qualification engineering experience in water infrastructure maintenance. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's licence. Knowledge of project, asset management and financial management principles. Sound understanding of engineering design and analysis. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs and Water Resources Infrastructure Operations. Knowledge and understanding of operations and maintenance of bulk raw water infrastructure. Knowledge of Legal compliance, Occupational Health and Safety principles. Understanding of the National Water Act, Water Services Act, Government Immovable Asset Management Act, National Environmental Management Act, Public Service Regulations and Public Finance Management Act (PFMA) Computer literacy with strong technical report writing skills and the ability of exercising professional judgement within the engineering environment. Knowledge of supply chain management processes. Knowledge of contractual and legal requirements. Good communication skills both (verbal and written) and analytical skills. Professional and ethical conduct. Knowledge and understanding of computer-aided engineering applications. Creating a high-performance culture. |
| <b><u>DUTIES</u></b>       | : | Plan, design, install, operate and maintain bulk raw water infrastructure assets. Manage and co-ordinate all aspects of bulk raw water infrastructure maintenance projects. Develop and implement the short term and long-term infrastructure maintenance plan/program. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Review and compile operations and maintenance manuals/plans for the bulk raw water infrastructure within the Cluster Compile briefing documentation and tender specifications from a technical engineering perspective. Inspect and test mechanical engineering installations and equipment and prepare reports. Undertake and implement corrective measures to ensure operational efficiency and compliance. Oversee implementation and commissioning of mechanical engineering installations on bulk raw water infrastructure. Manage resources and Budget Planning. Develop cost effective solutions according to Standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Office administration and budget planning. Innovative techniques and inputs to water resource development/ operational planning and management. Compulsory and extensive official travelling within the KZN Province and other provinces as and when required.                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Tahir Jasat Tel No: (033) 239 1204                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>POST 37/103</b>         | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 301026/16</u></b><br>Branch: Water And Sanitation Services Management: MP<br>Provincial Operations: Mpumalanga<br>Sd: Water Services Infrastructure Development and Refurbishment Programmes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R573 552 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b><u>REQUIREMENTS</u></b>               | : | A National Diploma in Mechanical/Chemical Engineering. Six (6) years post qualification technical engineering supervisory experience in water or sanitation related infrastructure. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of water legislation and related policies. Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good Planning and organizing skills. Problem-solving skills. Good communication skills, both (verbal and written). Conflict resolution skills. Interpersonal relations, programme and project management.                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>                     | : | Management of the water supply and sanitation services infrastructure grants and programmes. Management of Infrastructure development projects funded through infrastructure grants-RBIG and WSIG. The provision of project implementation support services to the Water Services Authorities (WSAs). The provision of technical engineering support services. Provide and consolidate inputs to the technical/engineering operation plan. Ensure the development, implementation and maintenance database. Manage, supervise and control technical related personnel and assets. Liaise with relevant bodies/councils on engineering related matters.                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>                  | : | Ms M Matiso Tel No: (013) 759 7330 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/104</u></b>                | : | <b><u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: 301026/17</u></b><br>Branch: Water And Sanitation Services Management: GP<br>Cd: Provincial Operations: Gauteng<br>Dir: Support Services<br>Sd: Corporate Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R487 197 per annum (Level 09)<br>Gauteng                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                          | : | A relevant NQF level 6 (National Diploma) in Communications/Public Relations or relevant qualification. Five (5) years managerial experience in Communication. The disclosure of a valid unexpired driver's licence. Disciplinary knowledge in communication and media studies, political science and policy, public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of water sector legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. |
| <b><u>DUTIES</u></b>                     | : | Implementation of communication plans. Implement media production, issue publications, organise press conference and media coverage to the Department. Implement or improve concepts, theories and operational methods. Disseminate knowledge related of information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with communities and media.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>                  | : | Mr PS Nevhorwa Tel No: (012) 392 1324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 37/105</u></b>                | : | <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 301026/18</u></b><br>Branch: Water And Sanitation Services Management: GP<br>Cd: Provincial Operations: Gauteng<br>Dir: Support Services<br>Sd: Corporate Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R487 197 per annum (Level 09)<br>Gauteng                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                          | : | A relevant NQF level 6 qualification (National Diploma) in Human Resource Management/Human Resource Development/Training and Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

qualification at NQF level 6. Five (5) years' experience in Human Resource Management/Human Resource Development (focusing on Human Resource Development, Performance Management System (PMDS), Skills Development, Workplace Skills Plans (WSP), Training Programmes). PERSAL Certificates. The disclosure of a valid unexpired driver's license. Technical knowledge and behavioural competencies: Knowledge of policy development and implementation. Knowledge of human resource development. Disciplinary knowledge in HRD. Understanding of government legislation (Skills Development Act 1998 (Act No 97 of 1998), South African Qualifications Authority Act, 1995 (Act No 58 of 1995), financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations, Programme and Project management, Knowledge of relationship management. Problem solving and analysis, People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedures.

**DUTIES** : Implementation of performance management systems: coordinate the performance management development system (PMDS) awareness and education workshops, coordinate the development of performance agreements, liaise with line on PMDS compliance, draft/compile PMDS status reports, coordinate PMDS reviews for non-SMS employees. Implementation of Human resources development (HRD) strategy: coordinate skills development committees, coordinate inputs for review of HRD strategy, implementation of HRD strategy, monitoring of HRD strategy outcomes. Implementation of Workplace Skills Plans (WSP): liaise with Skills Development Committees for work skills plan inputs, development of Work Skills Development (WSD), implementation of Workplace Skills Plan (WSP) awareness workshops, prepare monthly/quarterly/annual WSP/training reports. Implementation of training programmes for the department: presentation of induction/orientation sessions, facilitation of Adult Basic Education and Training programs, conduct training sessions, administration of departmental bursary scheme. Management of Human resource: plan, lead and coordinate the activities of the unit, manage the performance and development of employees, allocating tasks and monitoring progress, ensuring compliance with HR prescripts, delegations and regulatory frameworks, facilitating communication and coordination within the unit and with other directorates, manage the unit's operational plans, budget and resources.

**ENQUIRIES** : Mr S Nevhorwa Tel No: (012) 392 1324

**POST 37/106** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 301026/19**  
Branch: Water And Sanitation Services Management: WC  
Cd: Provincial Operations: Western Cape

**SALARY** : R487 197 per annum (Level 09)  
**CENTRE** : Bellville

**REQUIREMENTS** : A relevant NQF level 6 qualification in Social Sciences/Administration/Public Administration/Public Management or relevant qualification. Five (5) years' experience in administrative environment. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of governmental financial systems. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of relationship management. Understanding of contract management. Committed to high level quality control. Knowledge of implementing policies of PMDS. Organizational skills. Problem solving and analysis skills. People and diversity management skills. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES** : Render administration on logistical matters of the component. Assist with the development and implementation of strategic plan. Analyse current policies. Analyse departmental strategic objectives. Implement administration policies and various disciplines. Recommend policy amendments. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Provide expert advice on contract management. Ensure that strategic objectives are implemented accordingly. Monitor policy implementation. Ensure that Board Rooms are always clean for holding the

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|                     |   | meetings. Ensure that offices and patches are clean. Ensure that parking space is available for senior managers. Ensure that offices, entrances and surroundings of the buildings are clean. Prepare visuals equipment. Ensure that water and other refreshments are available during meetings. Ensure that courier parcels are opened and distributed to relevant officials. Modify existing programmes where applicable. Analyse skills development gaps. Ensure that registry office is well kept and files are distributed to various officials who need them. Monitor the correspondences that are distributed to various officials. Implementation of policies. Analyse human development trends. Provide input on policy amendments. Monitor the expenditure of the component. Do early warning systems. Give input of the budget for the component. Do monthly reports.                                                                                                                                                                                                                                                                                                |
| <b>ENQUIRIES</b>    | : | NM Bila-Mupariwa Tel No: (021) 941 6004                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>POST 37/107</b>  | : | <b><u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 301026/20</u></b><br>Branch: Water And Sanitation Services Management: NW<br>Cd: Provincial Operations: Northwest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SALARY</b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CENTRE</b>       | : | Mmabatho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REQUIREMENTS</b> | : | An NQF Level 6 qualification in Social Sciences/Administration/Public Administration/Public Management or relevant qualification. Five (5) years' experience in administrative environment. The disclosure of a valid unexpired driver's licence. Knowledge of the following: policy development and implementation, Knowledge of Administration processes. Knowledge of Occupational Health and Safety (OHS). Knowledge of transport policy in the public service. Understanding of the MISS Act. Disciplinary knowledge of Human Resource Management information. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both (verbal and written). Accountability and Ethical conduct. Knowledge and analytical procedures.                                                                                                                                                                                          |
| <b>DUTIES</b>       | : | Provide administrative support functions in the Sub-Directorate: Corporate Services. Manage Transport functions in the Provincial Operations: Northwest, including fleet contract management, subsidized vehicle management, and travel and management. Assist with development, implementation and monitoring of Transport Management policy. Manage facilities inclusive of physical security access control, managing building lease agreements, management of accommodation requests and contract management of key accounts. Assist with development and implementing Housing policy. Provision of records management by ensuring effective and efficient registry duties, ensuring incoming and outgoing mail is dealt with efficiently, ensuring the effective Provincial Operations: Northwest filing system is maintained. Provision of office services by ensuring that reception and switchboard services are provided, ensure security services are provided, ensure procurement of goods and services, ensure cell phone administration is done. Supervision of staff and overseeing the work of subordinates, training and development, disciplinary management. |
| <b>ENQUIRIES</b>    | : | Mr T. Tshethane Tel No: (018) 011 3714 / Cell No: (082) 895 4942                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>NOTE</b>         | : | NB: Shortlisted candidates will be subjected to perform ethical and practical tests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>POST 37/108</b>  | : | <b><u>SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 301026/21</u></b><br>Branch: Infrastructure Management: Northern Operations<br>Cd: Water Resource Infrastructure Operations and Maintenance<br>Dir: Operations Northern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SALARY</b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CENTRE</b>       | : | Hartbeespoort Cluster office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>REQUIREMENTS</b> | : | A relevant NQF level 6 qualification in Occupational Health and Safety. Minimum Three (3) to four (4) years' experience in Occupational Health and Safety environment. The disclosure of valid unexpired driver's license (Annotate such details on the CV). Knowledge of strategic and operational plan in Occupational Health and Safety Management. OHS Policy implementation. Monitoring and evaluation principles. Knowledge of research                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

procedures and techniques. knowledge in Occupational Health and Safety and its application within the Operations and Maintenance (O&M) environment. Disciplinary knowledge in public administration. Knowledge of health and safety management systems design, techniques and tools. Ability to write, review and proof-read OHS reports. Understanding of Government legislation. Knowledge of OHS Act and Regulations (Act 85 of 1993). Knowledge of the risk management theory and practical auditor's assessment. Computer literacy skills. Good written and verbal communication skills. Have experience related to Safety management within the Operations and Maintenance environment. Having any professional registration associated with Occupational Health and Safety will be an added advantage. Willing to travel extensively and work irregular hours.

#### **DUTIES**

: To be based at the Technical Services Sub-Directorate at the Northern Operations Cluster Office, reporting directly to the sub-directorate Head: Technical Services, and provide Occupational Health and Safety (OHS) support, coordination, monitoring and assurance to the Hartbeespoort, Groblersdal and Tzaneen Area Offices. Coordinate and support the implementation of the Occupational Health and Safety Act, Regulations and applicable DWS OHS policies, procedures and standards. Develop and maintain SHE/OHS management systems, procedures and programmes. Coordinate the implementation of Hazard Identification and Risk Assessments and monitor the effectiveness of risk-control measures. Conduct regular OHS inspections and compliance assessments at DWS operational facilities, including dams, pump stations, canals, workshops, construction sites and other workplaces. Investigate OHS incidents, accidents and near misses, conduct root-cause analysis and monitor the implementation and closure of corrective and preventative actions. Coordinate statutory reporting of reportable incidents and manage COIDA-related processes. Interpret and coordinate the implementation of recommendations arising from internal and external audits, inspections and compliance assessments. Monitor OHS compliance of contractors and service providers and provide technical advice to managers, supervisors, employees and OHS representatives. Compile monthly, quarterly and annual OHS performance reports, including incidents, injuries, fatalities, near misses, risks, trends and corrective actions in accordance with the approved reporting matrix. Coordinate emergency preparedness, fire safety programmes, emergency procedures and drills, and liaise with relevant emergency services and regulatory bodies. Develop and facilitate OHS awareness, training, workshops and safety promotion programmes. Provide OHS input into maintenance procedures, safe systems of work and operational practices to promote the application of best practices. Assist with the planning and management of the OHS budget and resources. Maintain appropriate OHS records, registers and compliance documentation. Promote a positive safety culture, employee participation, innovation and continuous improvement, including initiatives for reporting hazards, near misses and safety improvement suggestions. Provide specialist OHS advice and regular performance feedback to the Head: Technical Services and relevant management structures and provide technical input into the strategic and operational planning of the OHS function.

#### **ENQUIRIES**

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

#### **POST 37/109**

: **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 301026/22**

Branch: Water And Sanitation Services Management: GP

Cd: Provincial Operations: Gauteng

Dir: Support Services

Sd: Corporate Support Services

#### **SALARY**

: R413 001 per annum (Level 08)

#### **CENTRE**

: Gauteng

#### **REQUIREMENTS**

: A relevant NQF level qualification (National Diploma) in Human Resource Management qualification at NQF level 6. Three (3) years' experience in the field of Human Resource Management. One (1) to two (2) years of supervisory experience in Human Resource Management will serve as an added advantage. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service, collective agreement and other related legislation. Applicants must be in possession of

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|                                          |   | PERSAL certificates and working experience on the PERSAL system. Excellent verbal and written communication skills. Knowledge and experience of recruitment, selection and appointments. Experience of OSD appointment procedures, pension administration as well as conditions of service matters, i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), upgrades, appointment and other allowances. Extensive exposure to OSD. Work under pressure. Computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>                     | : | The supervision of the pension administration unit, implementation of GEFP regulations and processes, verify pension cases on PCM system. Maintenance of database regarding condition of service-related matters. Maintain applicable databases related to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff. Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Capture and approve HR transactions on PERSAL System.                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>                  | : | Mr D Masoga Tel No: (012) 392 1477                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/110</u></b>                | : | <b><u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 301026/23</u></b><br>Branch: Infrastructure Management: Southern Operations<br>Cd: Water Resource Infrastructure Operations and Maintenance<br>Dir: Operations Southern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R413 001 per annum (Level 08)<br>Gqeberha (port Elizabeth)<br>A relevant NQF level 6 qualification (National Diploma) in Financial Management or any related qualification in the field. Three (3) to four (4) years' experience in finance. The disclosure of a valid unexpired driver's license. Knowledge of SAP and PERSAL system. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations, and the Division of Revenue Act (DORA). Knowledge of application of International Financial Reporting Standards applicable to expenditure management, generally recognized accounting practice, public service anti-corruption, Strategy, fraud, and prevention. Knowledge of equal opportunities and affirmative action guidelines, and laws. Knowledge of administrative, clerical procedures, and systems. Knowledge and understanding of departmental policies and procedures. Provide a framework for managing performance information. Knowledge of implementing policies of PMDS. Problem-solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Be able to work Independently. |
| <b><u>DUTIES</u></b>                     | : | Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with suppliers. Ensure payments are paid within 30 Days in compliance with 30-day payments. Administer Payroll Management. Authorize on SAP and PERSAL payments including journals. Monitor Petty Cash and supervise bank payments. Oversee safeguarding of state funds. Ensure proper documents control pertinent to financial documents. Compliance with monthly reporting including payables and accruals, 30-day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Attend internal and external audit queries. Provide assistance to internal and external clients regarding general budgeting and financial reporting requirements. Supervise and evaluate personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Z Tototo Tel No: (041) 508 9734                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/111</u></b>                | : | <b><u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: 301026/24</u></b><br>Branch: Water And Sanitation Services Management: MP<br>Provincial Operations: Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY CENTRE</u></b>              | : | R413 001 per annum (Level 08)<br>Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b><u>REQUIREMENTS</u></b>  | : | A relevant NQF level 6 qualification in Information Technology. Three (3) years appropriate experience in Information Technology. The disclosure of a valid unexpired driver's license. Certification in the following Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>        | : | Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware and software as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary.                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>     | : | Mr BZ Vilane Tel No: (013) 759 7496 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/112</u></b>   | : | <b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C (X2 POSTS)</u></b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY CENTRE</u></b> | : | R407 337 – R610 131 per annum, (OSD)<br>Worcester 2 Ref No: 301026/25<br>George 2 Ref No: 301026/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>  | : | A National Diploma in (Civil) Engineering or relevant qualification. Three (3) years' post qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Technical design and analysis knowledge. Understanding research development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing and technical consulting. Problem solving and analysis. Decision making, teamwork, Customer focus and responsiveness. Good communication skills both (verbal and written). Computer Skills. People management. Planning and organizing skills. Creativity and Change Management. Ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals.                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>        | : | Collection of primary and secondary data within the applicable water management Areas. Evaluation and processing of secondary data. Management of primary data collection and data bases. Management of real-time data and processed data. Management of maintenance/constructions teams for hydrological gauging infrastructure. Management of human resources and administration activities. Management, set-up and installation of Hydrological measuring equipment. Survey and calibration of gauging weirs. Inspection and Supervise maintenance of flow gauging stations. Hydrological Data editing and processing. Management of hydrological data bank. Procurement of maintenance material / equipment. Travel extensively as and when required. Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; project implementation support services to full project life cycle and Risk mitigation; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Produce and evaluate technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide input |

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|                            |   | into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the operational plan and Annual Performance Plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant bodies/councils on engineering-related matters. Effective coordination and management of Infrastructure development projects. The provision of project implementation support services to the Water Services Authorities (WSAs) and the provision of technical engineering support services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ENQUIRIES</b>           | : | Mr L Davids, Tel No: (021) 941 6144                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>POST 37/113</b>         | : | <b><u>ENVIRONMENTAL OFFICER PRODUCTION REF NO: 301026/27</u></b><br>Branch: Water And Sanitation Services Management: EC<br>Cd: Provincial Operations: Eastern Cape<br>Div: Water Services Regulation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R357 597 – R610 131 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Kugompo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma equivalent) in Natural Sciences or equivalent. Practical experience in water sector and previous involvement in the Water Services Management/Regulation or Water Use Efficiency will serve as an added advantage. The disclosure of a valid unexpired driver's license. Understanding of WMS operating system will serve an advantage. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), and other software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals outside of the organization. Effective analytical and problem-solving skills. Good planning and organizing skills. Technical report writing and professional judgement skills. Data analysis and presentation skills. Knowledge of policy development and analysis. Financial Management Skills. Understanding of Public Finance Management Act (PFMA), National Water Act (NWA), Water Services Act (WSA) and related legislation. Good computer literacy and writing skills. Good communication skills (both verbal and written). Knowledge and understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation. Willingness to travel extensive hours.                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Monitor Compliance to Water Use Efficiency standards and compilation of the relevant reports with recommendations. Monitor the development and implementation of Water Conservation and Water Demand Management (WC/WDM) programmes, strategies, business plans and relevant projects by Water Management Institutions including Water Services Authorities. Ensure the roll out of WC/WDM improvement systems, measures, and procedures is compliant with sectoral determined benchmarks and water use efficiency practices. Monitoring the development and submission of the standard International Water Association (IWA) Water balances by Water Services Authorities. Assessment and monitoring of Water losses and non-revenue water using the IWA water balance information, to regulate the municipal sector. Preparations, and conducting of assessments relating to No Drop regulatory programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the No Drop programme. Monitoring the loading of water use efficiency data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Compilation of presentations for catchment management forums and DWS management. Provide regulatory findings to be used for the development and facilitation of the provision of appropriate training, training manuals and courses to relevant stakeholders within the Local Government sector. Provide inputs to the Operational Plan of the Directorate. Assist with compilation and submission of monthly, quarterly and annual reports (performance and risk). |
| <b>ENQUIRIES</b>           | : | Ms Z Maqwazima Tel No: (043) 701 2373                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POST 37/114</b>         | : | <b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 301026/28</u></b><br>Branch: Water And Sanitation Services Management: FS<br>Cd: Provincial Operations: Free State<br>Sd: Sanitation Services Regulation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SALARY</b>              | : | R357 597 – R610 131 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Bloemfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                          | : | A National Diploma in Environmental Management/Natural Sciences. Experience in water services management or regulation will serve as an added advantage. The disclosure of a valid unexpired driver's license. Computer skills (MS Office). Data analysis, good presentation and communication skills. Technical report writing and professional judgement skills. Understanding of the National Water Act, Water Services Act and related legislation. An understanding of the National Green Drop Program. Willingness to travel and drive long distances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>                     | : | Conducting inspections on wastewater systems infrastructure and compilation of detailed inspection reports with recommendations. Monitoring compliance to wastewater effluent quality standards and compilation of relevant reports with recommendations. Issuing letters of non-compliance to wastewater effluent quality standards and monitoring remedial actions. Monitoring the loading of wastewater services data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Compilation of presentations for catchment management forums and DWS management. Preparations, and conducting of assessments relating to regulatory Green Drop regulatory programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the Green Drop programme. Coordinating with Catchment Management Agencies on the investigations and reporting on sewer spillages and pollution incidents. Monitoring compliance of onsite sanitation to relevant guidelines and regulations. Evaluate and provide comments on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans relating to infrastructure developments projects (e.g. housing developments, shopping centres, etc.). |
| <b><u>ENQUIRIES</u></b>                  | : | Mr N Musekene Tel No: (051) 405 9000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/115</u></b>                | : | <b><u>HUMAN RESOURCE PRACTITIONER REF NO: 301026/29</u></b><br>Branch: Water And Sanitation Services Management: MP<br>Provincial Operations: Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                          | : | Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                          | : | A relevant NQF level 6 qualification (National Diploma) in Human Resource Management or relevant qualification. A minimum of one (1) year experience in Human Resources Administration. Practical, extensive knowledge and experience of PERSAL system. The disclosure of a valid unexpired driver's license. Knowledge of the HR legislative prescripts. Knowledge and understanding of human resources policies and circulars. Knowledge, understanding and interpretation of DPSA Circulars, resolutions and guidelines. Knowledge and understanding of Occupational Specific Dispensation. Computer literacy. Basic knowledge of financial management and of PFMA. Problem Solving, creativity, interpersonal and analytical skills. Good communication skills both (verbal and written). Ability to maintain confidentiality, loyalty and be a team player. Ability to travel and work extra hours.                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>                     | : | Administration of conditions of service matters i.e. Leave, Housing, Medical, Service Terminations, Policy on Incapacity Leave and Ill Health Retirement (PILIR), Appointments, acting appointment, Injury on Duty (IOD, Long Service recognition, Overtime, Pension including S-Cases, Allowances or etc. Approve transactions on PERSAL. Implement pay progressions, performance bonuses, grade progressions etc. Render a professional advisory and liaison service to line functionaries. Administer the Recruitment and Selection process. Administer pensions including S-cases. Handling of documents and maintaining confidentiality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>                  | : | Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/116</u></b>                | : | <b><u>ADMINISTRATION CLERK SUPERVISOR REF NO: 301026/30</u></b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                          | : | George                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | : | A Senior/Grade 12 certificate or relevant qualification. Three (3) to (5) five years' experience in administration. A Certificate/National Diploma in Office Administration or relevant qualification will serve as an added advantage. The                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                            |   | disclosure of a valid unexpired driver's license. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding social and economic development issues. Basic financial Management and knowledge of PFMA. Knowledge of financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge and insight of human resources prescripts. Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Provide administrative support to all personnel in the component. Compile and manages budget. Controls expenditure, Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials. Develop action plan for the section. Administrative functions. Assist with the execution of financial administration. Receives, checks, compiles payment advises and VA2's and forward them to procurement office for Payment. Compile monthly reports. Do early warning systems. Implement financial transactions. Provide procurement services to the component. Handle procurement administration for the component. Process payment of goods and services acquired by component. Check Professional Services Providers claims in terms of rates charged and annual professional fees, provide records on goods and services procured, Goods and services procured. Maintain register of the component up to date. Allocate tasks to staff and manage progress thereof. Keep register up to date. Implement approved resolutions. Maintenance of register. Prepare submissions for the component. Allocate tasks to staff and manage progress thereof, Do submissions on behalf of the component Compile monthly reports. Implement approved resolutions. Keep and maintain the filing system. Keep and maintain the attendance register, personnel records and leave register. Assist in compiling Human Resource Management documentation. Supervise and provide financial administration support e.g. Capture and update expenditure. Check correctness of subsistence and travel claims and submit to manager for approval. |
| <b><u>ENQUIRIES</u></b>    | : | Mr JF Kriel Tel No: (044) 802 2733                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/117</u></b>  | : | <b><u>ADMINISTRATION CLERK SUPERVISOR REF NO: 301026/31</u></b><br>Branch: Water And Sanitation Services Management: GP<br>Cd: Provincial Operations: Gauteng<br>Dir: Water Resources Management<br>Sd: Hydrological Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Boskop Hydrological Services Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | A Senior/Grade 12 certificate or relevant qualification. Three (3) to five (5) years' experience in office administration. A Certificate/National Diploma in Office Administration or relevant qualification will serve as an added advantage. Knowledge of clerical functions, basic financial practices as well as the ability to capture data and collate administrative statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of financial operating systems (PERSAL, BAS, LOGIS). Knowledge and insight of human resources prescripts. Must be able to work in a team and be flexible. Good computer literacy, planning, organising, execution, reliability, and administrative skills. Excellent verbal and written communication skills. Problem-solving, creativity and initiative skills. Accountability and ethical conduct. Good interpretation skills with ability to pay attention to details and handle confidential information. Ability to multitask and work under pressure. Client orientation and customer focus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Provide and manage the administrative support of the Sub Directorate. Hydrological Services. Supervise and render general clerical support services by typing, checking and verifying submissions, minutes and letters. Arrange meetings and file approved minutes. Manage the correspondence register. Maintain the filing system. Handle support services queries and routine enquiries. Manage photocopy machines and any other administrative related functions for the Sub-Directorate. Supervise and provide supply chain and asset management clerical support services in accordance with the SCM and Asset Management processes within the Sub-Directorate by maintaining office stock control, asset register and storeroom management. Supervise and provide personnel administration clerical support services within the Sub-Directorate by maintaining leave register, attendance register, personnel records, retirement forms, leave records, and making travelling arrangements. Supervise and provide financial administration support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                     |   | services within the Sub-Directorate by ensuring that the budget information and expenditure is captured accurately, processing official claims and monitoring telephone/cell phone accounts. Supervise and Provide mentorship to Subordinates by allocating and ensuring quality of work, personnel development, assessing subordinates' performance and applying discipline.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>ENQUIRIES</b>    | : | Mr. KV Moganedi Tel No: (018) 298 9009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>POST 37/118</b>  | : | <b><u>REGISTRY CLERK SUPERVISOR REF NO: 301026/32</u></b><br>Branch: Water And Sanitation Services Management: MP<br>Provincial Operations: Mpumalanga<br>Sd: Auxiliary Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SALARY</b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CENTRE</b>       | : | Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>REQUIREMENTS</b> | : | A Senior/Grade 12 Certificate or relevant qualification. A Certificate or Diploma in Records Management; Information Services will serve as an added advantage. A minimum of Three (3) to (5) five years registry experience. Computer literacy (Microsoft packages). Knowledge of human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of human resources prescripts. Knowledge and understanding of the legislative framework governing the public service. Knowledge of registry duties, practices and procedures. Knowledge of storage and retrieval procedures in terms of the working environment. Good communication skills both (verbal and written). Client orientation and customer focus. Ability to work under pressure.                                                                                                                                                             |
| <b>DUTIES</b>       | : | Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filling and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Supervise human resources/staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ENQUIRIES</b>    | : | Mr SE Senyolo Tel No: (013) 759 7383 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Ms E Pinga Tel No: (013) 759 7575                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>POST 37/119</b>  | : | <b><u>CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 301026/33</u></b><br>Branch: Water Resources Management<br>Div: National Hydrological Services<br>Sd: Geohydrological Assessment and Monitoring                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>SALARY</b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CENTRE</b>       | : | Pretoria Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>REQUIREMENTS</b> | : | An NQF level 4 (Senior/Grade) 12 certificate with Mathematics/Mathematics Literacy/Physical Science. Six (6) to (10) ten years' experience in surface or groundwater technical environment i.e. collecting and processing of water related data. The disclosure of a valid Code 10 unexpired driver's license and PDP. Six (6) to (10) ten years' experience in the groundwater technical environmental in collecting and processing of water-related data. Good verbal and written communication skills. Computer literate. Willingness to travel extensively. Knowledge in handling laboratory and monitoring equipment. Knowledge of OHS. High knowledge of geohydrological processes and systems.                                                                                                                                                                                                                                                                                                         |
| <b>DUTIES</b>       | : | Provide support in geohydrological assessments, the collection of groundwater quality samples and groundwater level data. Support Technicians and Scientists in the execution of their tasks including quality control. Provide On-job training in scientific data collection processes including contributing to training material for data collection and data processing - provide internal and external training in relevant fields of expertise; aid and guide data collectors in applying the correct data collections; provide assistance in processes (fault correction – equipment calibration etc); provide inputs for the training materials in data processing; provide monthly feedback on the training interventions and its successes or failures. The official will hold a supervisory role, supervising subordinates involved in data collection and processing activities. The official will travel extensively and remain in the field for extended periods, working away from the office. |
| <b>ENQUIRIES</b>    | : | Ms Ndlangisa Babalwa Tel No: (012) 336 8254                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>POST 37/120</b>         | : | <b><u>CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 301026/34</u></b><br>Branch: Water And Sanitation Services Management: GP<br>Cd: Provincial Operations: Gauteng<br>Dir: Water Resources Management<br>Sd: Hydrological Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Boskop Hydrological Services Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 4 (Senior/Grade) 12 certificate with Mathematics/Mathematics Literacy/Physical Science. Six (6) to (10) ten years' experience in surface or groundwater technical environment i.e. collecting and processing of water related data. The disclosure of a valid unexpired driver's license. High level in computer literacy in Microsoft Excel and Word. Ability to use data management system (HYDSTRA). Knowledge of surface water monitoring instruments and data processing and administration. Knowledge and understanding of hydrological, geo-hydrological processes and the relevant database systems. Knowledge of relevant equipment's and OHS. Understanding of tendering processes, purchasing of instruments and materials. Problem solving and analysis. Good interpersonal relations, organizational skills, technical report writing skills and understanding of relevant software. Good communication skills both (verbal and written). Willingness to travel.                                    |
| <b><u>DUTIES</u></b>       | : | Assist in the collection, processing and archiving of hydrological data (stream flow data / surface water levels data, evaporation and rainfall data etc). Ensure that data and field forms for surface water hydrological data are received, registered and processed Use data and information systems (HYDSTRA) to perform duties (data processing data archiving and data quality control). Ensure that processed hydrological data is archived according to departmental standards. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to suitable data format in preparation for import to relevant systems. Assist with dissemination of hydrological data and information to various stakeholders within DWS. Support Technicians, Assistant Technical Officers and Scientists in the execution of their tasks including quality control. Provide inputs for the training materials in data processing. Provide On-the-job training in the field of expertise. |
| <b><u>ENQUIRIES</u></b>    | : | Mr KV Moganedi Tel No: (018) 298 9009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>POST 37/121</b>         | : | <b><u>PROJECT ADMINISTRATOR REF NO: 301026/35</u></b><br>Branch: Water And Sanitation Services Management: GP<br>Provincial Operations: Gauteng<br>Dir: Infrastructure Development and Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Leve 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Gauteng                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 6 qualification in Social Science/Public Management/ Public Administration or relevant qualification. One (1) to (2) two years' experience in Water and Sanitation Infrastructure projects administration environment. Infrastructure grant funding administration will add advantage. Certificate in Project Management will also add advantage. Understanding of legislative and policy frameworks governing the sector. Understanding of programme, project and financial management. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication skills both (verbal and written). Knowledge of presentation and report writing. Accountability and ethical conduct.                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Render administrative and coordination support in the implementation of water services infrastructure development grant programmes. Coordinate project reporting, site visits, and verification of water infrastructure development projects. Provide project financial administration support, including monitoring expenditure and assisting with grant-related financial documentation. Monitor and evaluate project activities to ensure that implementation aligns with approved plans, targets, and deliverables. Maintain and manage proper filing systems for all project-related documentation and correspondence with Municipalities and Implementing Agents to ensure accurate record keeping and easy retrieval of information.                                                                                                                                                                                                                                                                                   |

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|                     |   | Compile and maintain a database of resource-poor farmers as beneficiaries of rainwater harvesting programmes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ENQUIRIES</b>    | : | Mr D Masoga Tel No: (012) 392 1477                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>POST 37/122</b>  | : | <b>CHIEF SECURITY OFFICER REF NO: 301026/36</b><br>Branch: Water And Sanitation Services Management: GP<br>Provincial Operations: Gauteng<br>Dir: Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SALARY</b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CENTRE</b>       | : | Gauteng                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>REQUIREMENTS</b> | : | A relevant NQF level 4 (Senior/Grade) 12 Certificate. A valid Security Grade A PSIRA Certificate. National Diploma in Security Management will serve as an added advantage. A valid SAPS Firearm Competency for Rifle, Shotgun and Pistol. Three (3) years' supervisory experience in the security environment. The disclosure of a valid unexpired driver's license. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Occupational Health and Safety. Sound knowledge in interpretation and application of security code of conduct, security legislations and directives. Good listening, communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Analytical thinking. Problem-solving and analysis. Ability to handle conflicts and excellent report writing skills. Work under pressure, willingness to travel throughout the Area Office and work extended hours.          |
| <b>DUTIES</b>       | : | Implement security policies in line with relevant acts and national directives as determined. Monitor threats and risk analysis Ensure firearm regulation is implemented accordingly. Manage deployment and the functioning of security operations. Implement emergency contingency and procedures. Conduct site inspections on offices. Safeguard Departmental assets. Conducts investigations of security incidents and breaches. Liaise with National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager, Coordinate security awareness and training. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Supervision of human resources. Manage and evaluate staff performance on an on-going basis. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting, risk assessments and security reports. Conduct investigations where necessary. |
| <b>ENQUIRIES</b>    | : | Mr PS Nevhorwa Tel No: (012) 392 1324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>NOTE</b>         | : | Candidates may be required to complete a practical and theoretical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POST 37/123</b>  | : | <b>COMMUNICATION OFFICER REF NO: 301026/37</b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape<br>Div: Corporate Services Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SALARY</b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CENTRE</b>       | : | Bellville                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>REQUIREMENTS</b> | : | A relevant NQF level 6 qualification as recognized by SAQA in Communication. One (1) year relevant experience in communication environment. The disclosure of a valid unexpired driver's license. knowledge in communication and media studies. Disciplinary knowledge in political science and policies. Disciplinary knowledge in public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Knowledge and understanding of water sector legislations, financial management and PFMA. Knowledge, techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Good communication skills both (verbal and written). Conflict management, creative and cultural awareness. Professional development. Client orientation and customer focus. Instability and ethical conduct.                                                                                       |
| <b>DUTIES</b>       | : | Coordination of departmental events. Develop and implement communication plans in support of campaigns. Analyse departmental strategic objectives and align communication efforts accordingly. Recommend amendments to existing policies to improve communication effectiveness. Engage with key role players to ensure alignment and collaboration. Create actionable plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                     |   | for securing media coverage of events and initiatives. Ensure timely and accurate dissemination of written and visual communication materials to stakeholders. Draft and send written invitations to stakeholders for departmental events. Act as a key participant in the Water Sector strategic plan. Assist in crafting the strategic plan and budget management for the communication section, Foster and maintain positive stakeholder relations. Secure appropriate venues for departmental events. Inform employees and stakeholders about event locations and details. Publish and distribute information related to the events.: Assist in compiling and maintaining departmental guest lists, Forward invitations to relevant stakeholders promptly. Maintain an updated guest list in the department's database. Keep departmental calendars current and align with planned activities. Write and compile articles for the departmental internal newsletter. Provide logistical support for the communication component. Ensure publicity projects and events meet set objectives and expectations. Liaise with stakeholders to coordinate contributions to the newsletter. Establish and nurture strong stakeholder relations to support internal communications.        |
| <b>ENQUIRIES</b>    | : | Mr S Mawela Tel No: (021) 941 6091                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>POST 37/124</b>  | : | <b>PERSONAL ASSISTANT REF NO: 301026/38</b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SALARY</b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CENTRE</b>       | : | Bellville                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>REQUIREMENTS</b> | : | A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good office management skills and knowledge of administrative procedures. Sound organisational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.                                                                                                                                                                            |
| <b>DUTIES</b>       | : | Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office. |
| <b>ENQUIRIES</b>    | : | Ms NM Bila-Mupariwa Tel No: (021) 941 6004                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>POST 37/125</b>  | : | <b>ASSISTANT TECHNICAL OFFICER: REF NO: 301026/39</b><br>Branch: Water Resource Management<br>Dir: National Hydrological Services<br>Sd: Hydrological Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SALARY</b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CENTRE</b>       | : | Pretoria Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>REQUIREMENTS</b> | : | A relevant NQF Level 4 qualification (with mathematics/Mathematics Literacy/ Physical Science). The disclosure of a valid unexpired driver's license. Knowledge of the Occupational Health and Safety Act. (OHS). Computer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                            |   | Literacy. Basic Problem Solving. The disclosure of a valid unexpired driver's license. Basic Problem Solving. Good communication skills, Good interpersonal skills. Willingness to acquire new skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Assist with basic hydrological data processing, including the collection, capturing, processing, verification, and dissemination of hydrological data to clients. Perform field observations at hydrological gauging stations including the capturing of gauge plate readings for data processing purposes. Completion of site inspection forms and drafting of progress reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms. P Nemaxwi Tel No: (012) 336 8332                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/126</u></b>  | : | <b><u>ASSISTANT TECHNICAL OFFICER REF NO: 301026/40</u></b><br>Branch: Water And Sanitation Services Management: EC<br>Cd: Provincial Operations: Eastern Cape<br>Sd: Water Resources Management Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Cradock                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 4 qualification (with Mathematics/ Mathematics Literacy/ Physical Science). The disclosure of a valid unexpired driver's license. Basic Knowledge in handling laboratory equipment. Computer literacy. Good organising skills. Good interpersonal skills. Good organising skills. Good communication skills. Basic problem-solving skills. Willingness to acquire new skills. Travel extensively as and when required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Collection of data from data points. Route planning for data points. Light maintenance of gauging weir / data monitoring site. Clearing of vegetation, cleaning of gauge plate, cleaning of cabinet and clear weir of obstructions. Collect water samples. Take gauge plate and groundwater level reading. Download data from data logger. Collect water quality field readings. Maintenance of boats and outboard motors. Data processing. Capturing field readings. Perform laboratory sample logging and preparation. Receive samples with specific test requests. Preparation of laboratory samples and materials. Capturing of sample information on the data system. Render administrative support. Managing maintenance supplies and equipment. Provide progress reports. Conduct stock taking on laboratory consumables. Record data and information according to quality management systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Mr PDP Erasmus Tel No: (048) 801 1300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/127</u></b>  | : | <b><u>ASSISTANT TECHNICAL OFFICER REF NO: 301026/41</u></b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Worcester 2 and George 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 4 (Senior/Grade 12 certificate) with Mathematics/ Mathematics Literacy/Physical Science. The disclosure of a valid unexpired driver's License. Computer Literacy. Basic Knowledge in handling laboratory equipment. Basic Problem-Solving skills. Good communication skills. Good interpersonal relations. Good organising skills. Willingness to acquire new skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Route planning for data points. Light maintenance of gauging weir/data monitoring site. Clearing of vegetation, cleaning of gauge plate, cleaning of cabinet, clear weir of obstructions. Collect water samples. Complete site inspection form. Take gauge plate and groundwater level reading. Download data from data logger. Collect evaporations data from observers. Perform field observations during high flow conditions. Collection of water quality field readings. Operations and maintenance of Water Quality measuring instruments. Maintenance of boats and outboard motors (operation of boats) Download field data. Record gauging plate reading for data validation purposes. Editing of data -verifying of flow in relation to adjacent data points and gauge plate reading. Delete records that have invalid data. Adjust data curve to gauge plate reading. Capturing of field readings. Receive samples with specific test requests. Preparation of laboratory samples and materials (sampling bottles, tags and filter papers). Verification and cleaning of laboratory glassware. Capturing sample information on the data system. Managing maintenance supplies and equipment. Provide progress reports. Conduct stock taking on laboratory consumables. Record data and information according to quality management systems (forms). Capture Hydrological (Surface water) data on the relevant databases and systems. Maintain (editing) surface water databases. Manage (filing) documents |

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|                                          |   | related to surface water data and systems. Maintaining the technical surface water library, archive and documented systems. Disseminate surface water data on request to managers and clients. Assist with capturing calibration information and the processing of such data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ENQUIRIES</b>                         | : | Mr JF Kriel Tel No: (044) 802 2733 / Mr W Adonis Tel No: (023) 342 2671                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>POST 37/128</b>                       | : | <b><u>HUMAN RESOURCE CLERK PRODUCTION REF NO: 301026/42</u></b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R237 453 per annum (Level 05)<br>Bellville<br>A Senior/Grade 12 certificate or relevant qualification. One (1) to two (2) years Human Resources Administration experience will be an added advantage. Knowledge of PERSAL system will serve as an added advantage. Knowledge of human resources functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of human resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Knowledge of registry duties and practices. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of working procedures in terms of the working environment. Flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Computer literacy, planning and organizing skills. |
| <b>DUTIES</b>                            | : | Facilitate recruitment and selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, probationary periods e.g.). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Performance management. Liaise with internal and external stakeholders in relation to recruitment and selection. Implement termination of services. Implement appointments on PERSAL. Keep filing records up to date. Keep and maintain the asset register of the component.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ENQUIRIES</b>                         | : | Ms M Stoffberg Tel No: (021) 941 6310                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>POST 37/129</b>                       | : | <b><u>HUMAN RESOURCE CLERK PRODUCTION: HUMAN RESOURCE ADMINISTRATION REF NO: 301026/43</u></b><br>Branch: Water And Sanitation Services Management: MP<br>Provincial Operations: Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R237 453 per annum (Level 05)<br>Mbombela<br>A Senior/Grade 12 certificate or relevant qualification. One (1) to two (2) years Human Resources Administration experience will be an added advantage. Knowledge of PERSAL system will serve as an added advantage. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basis knowledge and understanding of HR legislative prescripts. Basis knowledge and insight of Human Resources policies. Good verbal and written communication skills. Ability to work under pressure. People and diversity management. Client orientation and customer focus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>DUTIES</b>                            | : | The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, Policy on Incapacity Leave and Ill health Retirement (PILIR), allowances, acting appointment, etc.). Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Provide general HR administrative support.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ENQUIRIES</b>                         | : | Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>NOTE</b>                              | : | EE target- Priority will be given to Coloured - Male/Female, Indian Male/Female and White - Male/Female.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POST 37/130</b>                       | : | <b><u>ADMINISTRATION CLERK PRODUCTION REF NO: 301026/44</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Branch: Infrastructure Management: Southern Operations  
 Cd: Water Resource Infrastructure Operations and Maintenance  
 Dir: Operations

**SALARY** : R237 453 per annum (Level 05)  
**CENTRE** : Gqeberha/Port Elizabeth  
**REQUIREMENTS** : A Senior/Grade 12 certificate or relevant qualification. Knowledge of clerical functions, practices as well as the ability to capture data and collate administrative statistics. Computer literacy. Knowledge of basic financial operating systems (SAP). Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Good communication skills. Client orientation and customer focus. Ability to work in a team and have good interpersonal relations.

**DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and /or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain management support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : Ms. P Adonis Tel No: (041) 508 9778  
**NOTE** : Preference will be given to candidates from the Nelson Mandela District

**POST 37/131** : **ADMINISTRATION CLERK PRODUCTION REF NO: 301026/45**  
 Branch: Water And Sanitation Services Management: NW  
 Cd: Provincial Operations: Northwest

**SALARY** : R237 453 per annum. (Level 05)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A Senior/Grade 12 certificate or relevant qualification. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of human resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and Customer focus. Communication. Accountability and Ethical Conduct. Computer literacy. Planning and organizing. Language. Good verbal and written communication skills.

**DUTIES** : Provides secretarial, receptionist and administrative support service to the Sub-Directorate. Receive telephone calls and messages for the Provincial Office and channel calls to relevant role players if needs be. Coordinate and arrange meetings all meetings and events of the office of the Corporate Support Services Sub-Directorate. Compilation and coordination of documents for the Sub-Directorete. Operate office equipment like photocopy machines. Laise with external and internal stakeholder. Render general clerical support services. Coordinate and arrange all meetings and events for the office of Sub-Directorate: Corporate Support Services. Collects all relevant information to enable Deputy Director: Corporate Support Services to prepare for the meetings. Record minutes for the management of the Sub-Directorate as and when required. Process and manage all travel management arrangements for the Sub-Directorate. Process all travel and subsistence claims and all invoices that emanates from the activities of the work of the Sub-Directorate. Receive and, record and distribute Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : Mr T Tshethlane Tel No: (018) 011 3714 / Cell No: (082) 895 4942

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| <b>NOTE</b>          | : | NB: Shortlisted candidates will be subjected to perform ethical and practical tests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>POST 37/132</b>   | : | <b><u>GENERAL FOREMAN (X2 POSTS)</u></b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SALARY CENTRE</b> | : | R201 093 per annum (Level 04)<br>Worcester Ref No: 301026/46<br>George Ref No: 301026/47                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>REQUIREMENTS</b>  | : | A Grade 8 certificate. One (1) to two (2) years relevant experience in general work of Civil maintenance. The disclosure of a valid unexpired drivers license. Knowledge and experience in building and construction. Good communication skills, Computer literacy. Knowledge in controlling and managing bulk water supply maintenance on equipment. Knowledge in policy implementation. Knowledge of supervising personnel & equipment. Disciplinary knowledge of Occupational Health and Safety. Disciplinary knowledge of public administration. Knowledge of supporting water utilization & water resource strategy. Understanding of government legislation. Ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals. The incumbent will work away from the office for extended periods of time. He must be willing to travel in the execution of his duties.                                                                                                                                                                                                                                                                                                                 |
| <b>DUTIES</b>        | : | Supervise and mentor subordinates. Transport subordinates to and from sites to Implement planned routine maintenance activities (painting, weed control, etc.) at gauging stations (river, canals, dams, evaporation stations, estuaries.). Implement planned structural maintenance activities (replacements of steel components, etc.) at gauging stations (river, canals, dams, evaporation stations, estuaries.). Implement refurbishment projects at gauging stations (rivers, canals). Conduct inspections according to set standards. Construction of gauging weirs and infrastructure. Assist with technical and special tasks (Instrument installations and flood monitoring) as and when requested. Implement general maintenance and housekeeping of camping facilities. Ensure that machinery, equipment, tools and goods are maintained and looked after. Clear and maintain access roads to gauging points. Dever damaged equipment to supervisor. Perform general maintenance. Keep job cards up to date. Perform basic risk assessments at gauging stations before work commences. Comply with Occupational Health and Safety Act and all related safety regulations. Report faults, defects, and safety hazards to supervisor promptly. |
| <b>ENQUIRIES</b>     | : | Mr W Adonis, (Worcester) Tel No: (023) 342 2671<br>Mr JF Kriel, (George) Tel No: (044) 802 2733                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>POST 37/133</b>   | : | <b><u>MAINTENANCE VEHICLE OPERATOR REF NO: 301026/48</u></b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>SALARY CENTRE</b> | : | R201 093 per annum (Level 04)<br>Worcester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>REQUIREMENTS</b>  | : | An NQF level 4 (Senior/Grade 12 certificate. The disclosure of a valid unexpired driver's license Code EC1 or relevant to driver's license with PDP. Certified competency/operating certificate for relevant heavy plant/machinery. At least five (5) years' experience in driving HMV's and operating heavy equipment. Knowledge of driving services. Knowledge of operating services. Knowledge of organisational policies and procedures. Knowledge in process flow. Basic knowledge of technical services. Knowledge of organizational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority. Financial management and knowledge of PFMA. Client Orientation and customer focus. Communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. Knowledge of library science.                                                                                                                                                                                                                                                                                                                 |
| <b>DUTIES</b>        | : | Operation of light and heavy motor vehicles and construction machinery during maintenance at hydrological infrastructure. Keep record of logbooks, implement best practices of driving services, analyses logistics operations, delivery and collection of passengers, packages, documents and small volume supplies and construction material, maintenance of register regarding deliveries and pickups. General maintenance of light/ heavy motor vehicles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                             |   | Check records of vehicles to be serviced every month, formulate procedures on issuing vehicles, function in accordance with applicable transport policy requirements, routine maintenance of vehicles, routine inspection for visible defects around the exterior of the vehicle. Maintenance of light/heavy motor vehicles/construction machinery. Recording of fuel and fluid levels and operations of vehicles. Storage of light/heavy motor vehicles/construction machinery. Ensure vehicles are kept safe, ensure hazards are cleared where vehicles are parked, ensure that vehicles are parked and issued according to government legislation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ENQUIRIES</b>            | : | Mr W Adonis Tel No: (023) 342 2671                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>POST 37/134</b>          | : | <b><u>GENERAL WORKER (X2 POSTS)</u></b><br>Branch: Water And Sanitation Services Management: WC<br>Cd: Provincial Operations: Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY CENTRE</u></b> | : | R144 024 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | : | Worcester 3 Ref No: 301026/49                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | : | George 3 Ref No: 301026/50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>  | : | An ABET certificate. One (1) to two (2) years relevant experience will serve as an added advantage. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of chemical use (dilution/mix) and chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilization and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Communication skills and ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals. Must be willing to travel in the execution of his duties on a continuous basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>        | : | Carry out routine maintenance activities (painting, weed control, etc.) at gauging stations (river, canals, dams, evaporation stations, estuaries.) using hand and power tools to departmental standards. Perform structural maintenance activities (replacements of steel components, etc.) at gauging stations (river, canals, dams, evaporation stations, estuaries.) using hand and power tools. Perform maintenance activities on the premises when required to do so. Maintenance of embankments at gauging structures by stabilizing and clearing of vegetation. Clear and maintain access roads, refurbishment of gauging stations (rivers, canals) using hand and power tools. Construction of gauging weirs and infrastructure. Assist with technical and special tasks (Instrument installations and flood monitoring) as and when requested. General maintenance and housekeeping of camping facilities. Maintain and take care of machinery, equipment, tools and goods. Load and offload equipment and materials. Comply with Occupational Health and Safety Act and all related safety regulations. Report faults, defects, and safety hazards to supervisor promptly. The incumbent will work away from the office (in the field) for extended periods of time. Must be able to work in or near rivers, dams, and canals. |
| <b>ENQUIRIES</b>            | : | Mr W Adonis, (Worcester) Tel No: (023) 342 2671<br>Mr JF Kriel, (George) Tel No: (044) 802 2733                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

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

- APPLICATIONS** : The Department of Community Safety, Roads and Transport to be submitted to: Acting Chief Director: Fleet Management, Cnr Harvey & Rhodes Avenue, Oranjesig, Bloemfontein, 9300 or delivered by Hand at Government Garage Building, Bloemfontein.
- CLOSING DATE** : 30 October 2026
- NOTE** : Directions to applicants: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the Applicant. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of Foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**OTHER POSTS**

- POST 37/135** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: FMTE 01/10/2026 (X1 POST)**
- SALARY** : R932 292 per annum (Level 11)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Candidates must be in possession of a Grade 12 or Matric plus a SAQA-recognised degree or equivalent at NQF level 7 in Accounting and/or Financial Management. Must have completed a South African Institute of Chartered Accountants (SAICA) or South African Institute of Professional Accountants (SAIPA) articles. The candidate must have a minimum of five years relevant financial experience, of which at least three years must be at management level. A valid driver's licence is required. Skills and Competence: The ideal candidate will demonstrate strategic capability and leadership, people management and empowerment, financial management, knowledge management, problem-solving and analysis, customer focus and

strong communication skills, together with a thorough understanding of Public Service Acts, policy analysis and interpretation, have working knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and the Standards of Generally Recognised Accounting Standards (GRAP). Due to the large databases used the official is required to be an expert in Microsoft Excel and Access.

**DUTIES** : The core duties are extensive since the candidate facilitates financial planning for the entity, prepares monthly financial reports, monitors cash flow, and ensure that the entity complies with financial prescripts. The candidate is also responsible to perform year-end financial procedures, assist with the preparation of financial statements in terms of GRAP, preparation of audit files as required by the Auditor General, identifying correcting journals, compiling a detailed asset register for leased assets in accordance with GRAP. The position further requires the candidate to manage revenue including the calculation of the entity's tariffs and computing the quarterly leased schedules of clients. Revenue collection duties involve monitoring the policy and legislative framework, tracking revenue collected and expenditure incurred, and ensuring cashier, banking, debt management, and reporting services are rendered. The candidate will be required to perform risk functions by analysing the detail fleet expenditure. The candidate is also responsible to authorise transactions for the entity on BAS, monitors payroll, and undertakes expenditure management, accounting work, including identifying and authorising journals. Finally, the post manages human, financial and equipment resources, including, staff performance and development, discipline, leave matters and ensuring spending is aligned with strategic objectives. This is a demanding leadership role suited to a finance professional who can manage teams, work under pressure and uphold sound governance.

**ENQUIRIES** : Mr. L. Leiee at 082 835 0088  
**APPLICATIONS** : can also be emailed to the following address:  
[fleetassistantdir@freetrans.gov.za](mailto:fleetassistantdir@freetrans.gov.za)

**POST 37/136** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: FMTE 02/10/2026 (X1 POST)**

**SALARY** : R487 197 per annum (Level 09)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate with a recognized National Diploma or a recognised Bachelor's Degree /Advanced Diploma (NQF Level 7) in Financial Management. A minimum of 3 to 5 years experience in the Financial Management/Senior State Accounting environment, of which 3 years must be supervisory experience. Skills and Competencies: Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Guidelines. Understanding of departmental policies and procedures, government financial systems, principles and practice of financial accounting. Understanding of framework for managing performance information. Knowledge of business strategy transaction and alignment. Problem solving and analysis. People diversity management. Client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct. A valid driver's license. BAS experience.

**DUTIES** : Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant financial prescripts. Monitor and review the receipts and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorder. Oversee that banking of monies is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value. Debt Management. Oversee the identification and accurate recording of debts owed to the Entity. Liaise with debtors to determine payback conditions and time span. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Compile and ensure the distribution of monthly invoices and statements to all clients. Oversee and monitor income and review reconciliations. Oversee and undertake the development of corrective measures when required. Oversee and collate financial supporting

information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure Management: Compensation of employees: Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the quality assure of all payroll transactions. Authorizes reimbursement transactions on the BAS accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorizes payments. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Reporting: Oversee the processing of information to determine expenditure. Review and analyse expenditure reports. Assist with the compilation of interim and annual financial statements of the entity. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service including: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisors. Advise and lead supervisors with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES** : Mr. L. Leiee at 082 835 0088  
**APPLICATIONS** : can also be emailed in the following address:  
[fleetchiefartisan@freetrans.gov.za](mailto:fleetchiefartisan@freetrans.gov.za)

#### **DEPARTMENT OF HEALTH**

**APPLICATIONS** : Free State Provincial Department of Health utilises an e-Recruitment System (applicants must submit their applications via the online link <https://www.erecruitment.fs.gov.za>)

**CLOSING DATE** : 30 October 2026  
**NOTE** : all applicants must login/register to apply for positions. The applicant's profile on the eRecruitment 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. Applicants should upload their Curriculum Vitae (CV) on the e-Recruitment system. (Please ensure is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post prior to appointment. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualification on the e-recruitment profile. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Communication will be limited to short-listed candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record

check, citizenship verification, financial assets check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The Department reserves the right not to make appointments on the advertised post(s). Free State Provincial Department of Health is compliant with the requirements of POPIA. The Department of Health 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) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

#### OTHER POSTS

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| <b><u>POST 37/137</u></b>         | : | <b><u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/35/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>              | : | Grade 1: R1 041 402 – R1 121 241 per annum<br>Grade 2: R1 188 255 – R1 297 089 per annum<br>Grade 3: R1 375 245 – R1 713 534 per annum<br>all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)<br>Employee must meet the prescribed requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | John Daniel Newberry Hospital<br>Matric. Appropriate qualification that allows for registration with the HPCSA as Medical Practitioner (Independent Practice). Current annual registration with HPCSA. <b>Grade 1:</b> None after registration with HPCSA as Medical Practitioner in respect of South African qualified employees. 1 year relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience after registration with HPCSA as Medical Practitioner in respect of South African qualified employees. 6 years relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience after registration with HPCSA as Medical Practitioner in respect of South African qualified employees. 11 years relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge And Skills: Extensive knowledge on Public Service legislation, policies and procedures. Excellent communication skills (verbal, written, report writing, medico-legal reports). Good interpersonal skills as well as display of honesty, integrity and excellent work ethics. |
| <b><u>DUTIES</u></b>              | : | Management of all medical conditions to ensure that a competent service is provided to all patients. Candidates will have to perform commuted overtime duties (compulsory & non-negotiable). Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>           | : | Me. N Pule at 083 233 8217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/138</u></b>         | : | <b><u>PHARMACIST REF NO: H/P/29/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>              | : | Grade 1: R882 816 – R936 987 per annum<br>Grade 2: R954 336 – R1 011 516 per annum<br>Grade 3: R1 041 402 – R1 104 669 per annum<br>all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)<br>Employee must meet the prescribed requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Embekweni District Hospital<br>Matric, appropriate Bachelor of Pharmacy Degree that allows registration with South African Pharmacy Council (SAPC) as a Pharmacist. Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                                   |   | <p>registration with South African Pharmacy Council (SAPC) (2026/2027) <b>Grade 1:</b> Experience: None after registration with SAPC as Pharmacist in respect to South African qualified employees. One-year relevant experience after registration as a Pharmacist with recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform community service as required in South Africa. <b>Grade 2:</b> Registration with SAPC as a Pharmacist. Experience: Minimum of 5 years after registration with SAPC as Pharmacist in respect to South African qualified employees. required in South Africa. <b>Grade 3:</b> Registration with SAPC as a Pharmacist. Experience: Minimum of 13 years after registration with SAPC as Pharmacist in respect to South African qualified employees. Knowledge And Skills: Health and Safety policy, Patient Rights Charter., Batho-Pele principles, Infection control policy. Problem solving, Interpersonal skills, Communication skills, Planning, Computer Literacy.</p>                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>              | : | <p>Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management of pharmaceutical addendums. Ensure availability of medicine stock through drug supply management and stock control principles. Keeping statistics and compiling reports. Ensure compliance with national core standards. Dispense medication to patients and clinics. Management and control of medicine stock. Issuing of stock and scheduled medication, calculating of stock levels, control expired medication and maintain drug registers (scheduled 5,6 and donation). Reduce risk in pharmacy, compile risk assessment and action plan. Ensure adherence to good pharmacy practice rules and regulations. Training of staff, Pharmacy Assistants, interns, and other pharmacy support personnel.</p>                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>           | : | Dr Pato Tel No: (051) 673 1200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/139</u></b>         | : | <b><u>PHARMACIST REF NO: H/P/30/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>              | : | <p>Grade 1: R882 816 – R 936 987 per annum<br/> Grade 2: R954 336 – R 1 011 516 per annum<br/> Grade 3: R1 041 402 – R1 104 669 per annum<br/> all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)<br/> Employee must meet the prescribed requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | <p>John Daniel Newberry District Hospital<br/> Matric, appropriate Bachelor of Pharmacy Degree that allows registration with South African Pharmacy Council (SAPC) as a Pharmacist. Current registration with South African Pharmacy Council (SAPC) (2026/2027) <b>Grade 1:</b> Experience: None after registration with SAPC as Pharmacist in respect to South African qualified employees. One-year relevant experience after registration as a Pharmacist with recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform community service as required in South Africa. <b>Grade 2:</b> Registration with SAPC as a Pharmacist. Experience: Minimum of 5 years after registration with SAPC as Pharmacist in respect to South African qualified employees. required in South Africa. <b>Grade 3:</b> Registration with SAPC as a Pharmacist. Experience: Minimum of 13 years after registration with SAPC as Pharmacist in respect to South African qualified employees. Knowledge And Skills: Health and Safety policy, Patient Rights Charter., Batho-Pele principles, Infection control policy. Problem solving, Interpersonal skills, Communication skills, Planning, Computer Literacy.</p> |
| <b><u>DUTIES</u></b>              | : | <p>Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management of pharmaceutical addendums. Ensure availability of medicine stock through drug supply management and stock control principles. Keeping statistics and compiling reports. Ensure compliance with national core standards. Dispense medication to patients and clinics. Management and control of medicine stock. Issuing of stock and scheduled medication, calculating of stock levels, control expired medication and maintain drug registers (scheduled 5,6 and donation). Reduce risk in pharmacy, compile risk assessment and action plan. Ensure adherence to good pharmacy practice rules and regulations. Training of staff, Pharmacy Assistants, interns, and other pharmacy support personnel.</p>                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>           | : | Me. N Pule No. 083 233 8217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b><u>POST 37/140</u></b>  | : | <b><u>ASSISTANT MANAGER NURSING (PNB4): PRIMARY HEALTH CARE REF NO: H/A/40/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R785 568 - R898 215 per annum plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Thabo Mofutsanyan: Mantsopa Local Area and Setsoto Local Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree in Nursing that allows registration with the South African Nursing Council. Registration 2026/2027 with SANC as a Registered Nurse in General Nursing plus a post-basic nursing qualification with a duration of at least 1 year in Primary Health Care accredited by SANC. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Attach proof of working experience endorsed by Human Resource. Valid driver's license. Knowledge And Skills: Ability to work under pressure and deliver within tight deadlines, travelling extensively and work extra hours. Be computer literate. Good communication skills. Strong management and leadership skills. Strong ability to build and work as a team. Coordinate, monitor and analyse data quality assessment. appropriate financial management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork) Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Me. MC Ramokotjo at 060 992 1205                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/141</u></b>  | : | <b><u>OPERATIONAL MANAGER (PNB3): PRIMARY HEALTH CARE REF NO: H/O/10/2026 (X10 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R720 819 - R812 454 per annum plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Thabo Mofutsanyana:<br>(Nketoana (X1 Post)<br>Mantsopa (X2 Posts)<br>Dihlabeng (X1 Post)<br>Maluti A Phofung (X4 Posts)<br>Setsoto (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Matric, plus Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing . OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse in General Nursing. Registration with a Professional Council: Registration with the SANC as a Registered Nurse in General Nursing & Midwifery plus post basic nursing qualification in Clinical Nursing Science, Health Assessment. Treatment and care (Primary Health Care) with duration of at least 1 year accredited with SANC. A minimum of 9 years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC. A least 5 years of the period referred to above must be appropriate/recognizable experience in nursing management. Current registration with the SANC 2026/2027. A valid driver's license. Knowledge And Skills: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter. Labour Relations Act, Grievance Procedures and finance policies etc. Leadership organization decision making and problem solving conflict handling and counselling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies. The candidate should be |

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|                            |   | computer literate and possess a valid & unendorsed driver's license including competency in driving. Shortlisted candidates will be assessed for computer-user competency, Correspondence & engagement will only be entered into with candidates who meet the requirements. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation other related legal frameworks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | To plan, organize and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management Systems (DHIMS), particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realization assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participate in staff & student development activities. Exercise independent control over discipline line, grievance and labour relations issues according to the existing policies and procedures. Identify, develop and exercise management of risk in the work-place. Liaise the Sub-District, District and all other essential stakeholders. Monitor and evaluate the performance of primary health care services and system within the designated services area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area. |
| <b><u>ENQUIRIES</u></b>    | : | Me. MC Ramokotjo at 060 992 1205                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 37/142</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ORAL HYGIENE: H/A/38/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R664 410 - R725 055 per annum plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Corporate Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Matric plus appropriate qualification that allows registration with HPCSA in oral hygiene. A minimum of 3 years appropriate experience after registration with the HPCSA in oral hygiene and 5 years must be appropriate experience in supervisory/management. Current registration with HPCSA in Oral Hygiene (2026/2027). Valid drivers licence. Knowledge And Skills: Excellent facilitation, communication (verbal and written). Basic understanding of HR and financial policies and practices. Knowledge of planning, organising, leading, controlling, delegation, supervisory, motivation, decision-making and problem solving. Knowledge of relevant policies, processes and regulations. Basic computer literacy (Word, Excel and Power point).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Coordinate and manage the provincial implementation of the Oral Health Policy across all districts. Oversee the provincial School Health Programme and monitoring progress against NIDS targets. Provide strategic leadership and technical support to District Oral Health Coordinators. Monitoring and evaluating the quality of oral health services, to ensure compliance with clinical standards. Facilitate staff training, change management, and professional development while representing the provincial oral health section in strategic management meetings. Ensure service delivery meets quality standards and Batho Pele customer service. Manage the human, financial and physical resources of the provincial oral hygiene section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Dr. XTN Mthethwa Tel No: (051) 408 1540/1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 37/143</u></b>  | : | <b><u>ASSISTANT MANAGER: COMMUNITY DEVELOPMENT REF NO: H/A/39/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b><u>SALARY</u></b>       | : | Grade 1: R602 361 - R688 737 per annum plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Thabo Mofutsanyana District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Matric plus an appropriate three year tertiary qualification. Experience: minimum of 8 year recognisable experience in Community Development after obtaining the required qualification. Knowledge And Skills: Strong stakeholder engagement, financial management. Planning and Organizing Policy formulation and implementation. Written and verbal communication skills. Problem solving and Conflict management. Influencing skills and Computer literate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Coordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Me. MC Ramokotjo at 060 992 1205                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/144</u></b>  | : | <b><u>CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION AND CONTROL) REF NO: H/C/25/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R571 161 – R654 285 per annum, plus 13th Cheque, Housing Allowance, Rural Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Winburg District Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Matric plus basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR – A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Advantageous Certificate in Infection Prevention and Control. Registration with the SANC as a Professional Nurse and Midwife. Appropriate Diploma/Degree in Nursing Education with a duration of at least one year accredited by SANC. A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC General Nursing. Valid Drivers license. Computer literacy Knowledge And Skills: Demonstrate understanding of infection Control and Prevention policies and practices. Good understanding of Occupational Health and Safety policies and Act, Infection Control management and all treatment policies and guidelines. Ability to work independently and under pressure. Good communication, interpersonal, problem solving, driving and conflict management skills. Knowledge of key priority health programs and key priority health programs. Knowledge of all clinical programmes, including HAIs. Be willing to travel for trainings and meetings.                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Ensure the implementation and reviewing the facility IPC operational plan and annual work Programme. Coordinate and facilitate IPC Committee meetings and conduct regular IPC audits. Ensure implementation of IPC policies, protocols and standard operating procedures (SOPs). Coordinate and train personnel according to the training plan, including relevant stakeholders. Participate in the analysis of data on programme indicators and assist in developing action plans to address identified needs. Monitor compliance with national and provincial IPC standards. Actively participate in patient care during support visits. Detect, investigate and manage outbreaks promptly. Conduct outbreak investigations and compile reports with recommendations. Participate in health promotion and infection prevention control initiatives. Coordinate surveillance of Healthcare-Associated Infections (HAIs). Conduct nursing staff meetings to disseminate information such as new Infection Prevention Control policies, circulars etc. Promote hand hygiene, PPE use and standard precautions among healthcare workers. Apply the scientific process of nursing and principles to the nursing care of individuals, groups and communities. Review the effectiveness of the application of the scientific approach to nursing and principles for IPC. Continuously review, explore and utilize opportunities for professional development to enhance professional knowledge. Develop good working relationships within the department and |

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|                            |   | with stakeholders. Participate with members of health team in decision-making regarding to health care delivery. Consult and collaborate with multi-disciplinary health teams, organizations and special interest groups. Participate in and represent the institution at various forms. Liaise and coordinate with governmental, non-governmental institutions, other structure and organizations. Attend meeting and communicate on a regular basis with various stakeholders. Develop relationships across diverse groups of stakeholders. Participate in the development of the business plan and promote or identify ways containing health care costs without compromising standards. Analyse infection surveillance data and identify trends Prepare and submit monthly. Quarterly and annual IPC reports. Monitor notifiable medical conditions and outbreak reports. Monitor IPC registers and surveillance databases. Ensure the spending is maximized in line with strategic objectives. Monitor occupational exposures, needle-stick injuries and infection risks among staff. Promote staff immunization programs and post-exposure management. Assess isolation facilities and ventilation requirements. Participate in Ideal Hospital and quality assurance programs                                                                                                           |
| <b>ENQUIRIES</b>           | : | Ntate DM Moekoa Tel No: (051) 8810 162/312/100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>POST 37/145</b>         | : | <b><u>CLINICAL PRACTITIONER NURSE (PNB1-2):(PRIMARY HEALTH CARE) REF NO: H/C 26/2026 (X13 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>SALARY</b>              | : | Grade 1: R495 423 - R571 161 per annum<br>Grade 2: R607 350 - R741 783 per annum<br>plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CENTRE REQUIREMENTS</b> | : | Thabo Mofutsanyana District<br>Matric, plus Diploma/Degree in nursing that allows registration with the SANC as a Registered Nurse in General Nursing plus post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and care (Primary Health Care) with duration of at least 1 year accredited with SANC. <b>Grade 1:</b> Minimum of 4 years appropriate/recognisable experience after registration as Registered Nurse in General Nursing with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification as mentioned above. Current registration with SANC (2026/2027) Knowledge And Skills: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. |
| <b>DUTIES</b>              | : | Management of comprehensive PHC services and PHC re-engineering, key priority programmes, ideal health facility and regulated standards. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as a leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Competently collect and manage data generated and be able to report on it. Exercise and maintain high and quality record-keeping standards. Oversee and supervise subordinates within the facility. Provide PHC services to other facilities in Sub-District 3 & 4 as and when the need arises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ENQUIRIES</b>           | : | Me. MC Ramokotjo at 060 992 1205                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>POST 37/146</b>         | : | <b><u>PROFESSIONAL NURSE SPECIALTY (PNB1-2) THEATRE REF NO: H/P/ 33/2026 (X2 POSTS)</u></b><br>Re-advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SALARY</b>              | : | Grade 1: R495 423 - R571 161 per annum<br>Grade 2: R607 350 - R741 783 per annum<br>plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>CENTRE REQUIREMENTS</b> | : | Thusanong District Hospital<br>Matric, basic R425 (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Registered Nurse in General Nursing. A post-basic nursing qualification in Advanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                   |   | <p>Theatre Tech, with a duration of a least 1 year, accredited with SANC as Professional Nurse. Current registration with SANC (2026/2027). <b>Grade 1:</b> A minimum of 4 years appropriate / recognisable experience in nursing after registration with SANC as a Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/ recognisable experience in nursing after registration with SANC as Professional Nurse. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1 year- post-basic qualification of the period referred to above. Knowledge And Skills: Good communication; Interpersonal relations; Ability to work under pressure; Computer literacy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>              | : | <p>Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>           | : | Mr. TC Mokoena at 073 232 1506                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 37/147</u></b>         | : | <p><b><u>PROFESSIONAL NURSE SPECIALTY (PNB1-2) ADVANCED MIDWIFERY AND NEONATOLOGY REF NO: H/P/34/2026</u></b><br/>Re-advertisement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>              | : | <p>Grade 1: R495 423 - R571 161 per annum<br/>Grade 2: R607 350 - R741 783 per annum<br/>plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | <p>Thusanong District Hospital</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                   | : | <p>Grade 12, Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 3-year Diploma in General Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse or General Nurse. A post basic nursing qualification in Advanced Midwifery and Neonatology. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Current registration with SANC (2026/2027). Knowledge and Skills: Good communication skills. Good and Interpersonal relations. Ability to work under pressure. Computer literacy.</p> |
| <b><u>DUTIES</u></b>              | : | <p>Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Compile unit based stats and submit to Operational Manager General Unit for verification and submission to relevant stakeholders. Be an all-rounder by assisting in other units of the hospital where needs arise. Act as shift leader in unit (where necessary). Coordinate the provision of effective training and where possible including research projects for nursing services specific to Maternity unit. Provide and demonstrate safe patient care practices. Manage patients' records according to relevant legislation. Manage stock and equipment in accordance with clinical and economic imperatives. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>           | : | Mr. TC Mokoena at 073 232 1506                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**POST 37/148** : **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: H/A/41/2026 (X1 POST)**

**SALARY** : R487 197 – R573 897 per annum plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

**CENTRE** : Boitumelo Regional Hospital

**REQUIREMENTS** : Matric plus tertiary qualification in Human Resource Management or related areas at NQF 6. 3 years relevant experience at supervisory level. Relevant PERSAL certificates. Valid driver license. Knowledge and Skills: Ability to communicate issues in a tactful manner. Problem solving skills. Computer skills. Numeracy skills. Literacy skills Knowledge of policies/ implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Knowledge and understanding of Human Resource Management environment.

**DUTIES** : Rendering a professional human resource management service on: Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, temporary employment, verification of qualifications, secretariat functions at interviews, probationary periods etc.). Address human resource management enquiries to ensure the correct implementation of human resource management administration. Prepare and consolidate reports on personnel administration issues. Provide inputs on the development / amendments of Human Resource Management Policies. Inform, guide and advice Department / personnel on human resource administration matters to enhance the correct implementation of personnel administration policies. Conduct HR Audits. Coordinate submission of information for audit queries. Monitor implementation of Audit action plan. Attend to queries/ complaints pertaining to Human Resource Practices. Report on activities of the Sub-Directorate. Management of staff within the component. The development and updating of Job Descriptions for reporting staff. The performance management of staff within the component. Facilitation of training interventions. Give direction, guidance and advice to staff within the component.

**ENQUIRIES** : Mr ER Mokgola Tel No: (056) 216 5200

**POST 37/149** : **PHYSIOTHERAPIST GRADE 1-3 REF NO: H/P/32/2026**

**SALARY** : Grade 1: R413 121 - R472 359 per annum  
Grade 2: R482 499 - R550 389 per annum  
Grade 3: R564 822 - R683 808 per annum  
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

**CENTRE** : Tokollo District Hospital

**REQUIREMENTS** : Grade 12 and BCS in Physiotherapy or appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy. **Grade 1:** Requires No experience after registration with HPCSA. **Grade 2:** Requires ten (10) years minimum experience with HPCSA in a relevant profession. **Grade 3:** Requires twenty (20) years minimum experience after registration with the HPCSA in a relevant profession. Current registration with HPCSA (2026/2027) Knowledge And Skills: Sound interpersonal and communication skills. Ability to work in a multidisciplinary environment. Ability to work under pressure. Good communication and interpersonal relation skills. Ability to work under pressure. Computer literacy will be an added advantage.

**DUTIES** : Assessment and treatment of in-patient and out-patient and external stakeholders in adherence to scope of practice. Assist in the department administrative activities, quality assurance and evidence based programs. Contribute positively towards the development and growth of the physiotherapy department. Perform clinical supervision of physiotherapy students. Participate in professional departments programs. The candidate should be willing to rotate and be involved in various area related to physiotherapy and perform overtime duties over the weekends.

**ENQUIRIES** : Dr MG Letole Tel No: (058) 853 5433

**POST 37/150** : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: H/O/11/2026**

**SALARY** : Grade 1: R413 121 - R 472 359.per annum

**CENTRE  
REQUIREMENTS**

Grade 2: R482 499 - R 550 389.per annum  
Grade 3: R564 822 - R 683 808 per annum  
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

: Free State Psychiatric Complex Hospital  
: Degree in Occupational Therapy. Completion of community service year in Occupational Therapy. Registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist independent practitioner. Current registration for the period 2026/2027. Work exposure or further training & education will be an added advantage. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa in the relevant professional (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant professional (where applicable) in respect of foreign qualified employees, of who it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years after registration with the Health Professions Council of South Africa in the relevant professional (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant professional (where applicable) in respect of foreign qualified employees, of who it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years after registration with the Health Professions Council of South Africa in the relevant professional (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant professional (where applicable) in respect of foreign qualified employees, of who it is not required to perform Community Service, as required in South Africa. Valid driver's license. Knowledge And Skills: Knowledge, skills and competence required: Computer literacy (MS Word, MS Excel). Knowledge of public service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making, and problem-solving skills. Good communication and interpersonal relation skills. Ability to work under pressure. Computer literacy will be an added advantage (appears twice). Active participation in planned programs/ plans to enhance involvement, capacity building, open communication and participative management in the Therapeutic and Medical Support services Division. Good record management skills.

**DUTIES**

: Assess and treat all adult or paediatric patients with physical or psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines, and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment. Effective and efficient implementation of clinical occupational therapy services to ensure compassionate and quality Occupational Therapy Services rendered according to the OT scope of practice and Mental Health Care Act. Participate in quality assurance projects in Occupational Therapy service delivery. Training and supervision to relevant staff and students. Participate in intra and inter departmental collaboration with relevant stake holders including the University of the Free State, licensed NGO's and Rehabilitation services. Participate in information & risk management in Occupational Therapy. Management of allocated resources (consumables and equipment). Ongoing professional development in Occupational Therapy Contribute to policy development when required. Administrative functions required by the job and the area practice profile.

**ENQUIRIES**

: Mrs. M. Moore Tel No: (051) 4079482/9319

**POST 37/151**

: **PHARMACY ASSISTANT: REF NO: H/P/31/2026 (X3 POSTS)**

**SALARY**

: Grade 1: R275 340 -R310 422 per annum  
Grade 2: R318 666 - R337 083 per annum  
Grade 3: R343 761 - R390 396 per annum

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| <b><u>CENTRE</u></b>       | : | Thabo Mofutsanyana District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (2026/2027). <b>Grade 1:</b> Experience: None after registration with the SAPC as Pharmacist Assistant (Post-Basic) <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Knowledge And Skills: Own discipline, Knowledge of relevant legislations, regulations, policies implementation and information management, quality assurance and improvement programmes, communication and problem solving, computer literacy, stress tolerance objectiveness and empathy. Acquaintance with standard operating procedures and health care standards treatment guidelines, work effectively as part of a team. |
| <b><u>DUTIES</u></b>       | : | Assist with the delivery of a good pharmaceutical service to patients. Provide instructions regarding the correct use of medicine supplied (not counselling). Receiving and unpacking of received stock. Assist with the ordering of medicine and scheduled substances up to schedule under supervision. Assist with the distribution of pharmacy stock (Schedule 0 -6). Checking stock and cleaning of shelves. Checking of expired stock, stock levels and stock taking. Maintenance of pharmacy hygiene. Pre-packing or re-packing. Provide pharmacy related tasks (statistics, records, registers, stock cards, customer care and answering of phones).                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Me. C Luwes at 082 444 0327                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/152</u></b>  | : | <b><u>ARTISAN PRODUCTION REF NO: H/A/42/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R253 341 – R281 172 per annum, plus, 13 <sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Boitumelo Regional Hospital<br>Electrician (X1 Post)<br>Carpenter (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification with no experience. Appropriate Trade Test Certificate (Fitter). A complete apprentice and proof of passing a trade test in terms of the Section 13(2)(h) of 1981, of the Manpower Act, 1981 as amended or a certificate issued under provisions of Section 28 or 30 of the Manpower Act, 1981, as amended or issued under the provisions of the repealed Section 27 of the Act referred to. Knowledge and Skills: Knowledge of the Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) (OHS Act). Computer Literacy. Excellent time management, Communication (written and verbal), good interpersonal skills with colleagues and other departments and report writing skills.                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects and inspect equipment and or facility for technical faults. Repair equipment and facility defects according to standards. Test and repair equipment and machinery in the facility in terms of the specifications. Service equipment and machinery in the facility according to maintenance plan schedule. Quality assure serviced and maintained equipment in the facility. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job records/ register, supervise and mentor staff. Continuous individual development to keep up new technologies and procedure.                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Moloto Tel No: (056) 216 5200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/153</u></b>  | : | <b><u>STAFF NURSE REF NO: H/S/9/2026 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | Grade 1: R229 440 - R2556 671 per annum<br>Grade 2: R272 778 - R306 294 per annum<br>Grade 3: R319 071 – R391 515 per annum<br>plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Thabo Mofutsanyana District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | <b>Grade 1:</b> Experience: None; <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Enrolled Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Enrolled Nurse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Current registration with SANC (2026/2027) Knowledge And Skills: Good Communication and interpersonal relations. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Knowledge of policies and HIV/AIDS management, all treatment policies and guideline. Appropriate experience in the management of HIV treatment. Confidentiality.

**DUTIES**

: Provide Health Education to patients accessing care. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Provide treatment literacy to clients on chronic medication to enhance adherence. Offer quality HIV Counselling and Testing services on site including HIV SS and Index Testing. Provide quality TB, STI & COVID Screening. Assist professional nurses with clinical procedures, preparation of patients for diagnostic and surgical procedures., effective utilization of resources such as to order stock and equipment in a cost-effective manner and immediate report of lost or damaged resources) and maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body. Maintain quality data management in line with the SOP's.

**ENQUIRIES**

: Mr. S Mdaka at 069 398 9528

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**APPLICATIONS**  
**CLOSING DATE**  
**NOTE**

: Please apply online at <https://jobs.gauteng.gov.za/>  
: 13 November 2026  
: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <https://jobs.gauteng.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training/course/sms-pre-entry-programme/>. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

**MANAGEMENT ECHELON**

**POST 37/154**

: **DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: REFS/056669**  
(12 Months Contract)  
Directorate: Infrastructure Procurement

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 317 384 per annum, (all-inclusive package)  
: Johannesburg  
: A Matric plus an undergraduate qualification Degree (NQF level 7) as recognized by SAQA in Supply Chain Management / Logistics / Commerce / Finance. A minimum of 5 years relevant experience at middle/senior managerial level. Possession of a Pre-Entry Certificate for SMS (required prior to appointment). The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Understanding of Infrastructure Delivery Management System (IDMS). Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes and Skills: Good written and verbal communication skills. Planning and organising skills. Time management. Problem solving, flexibility

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|                            |   | and innovative. Good interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Develop, design and manage infrastructure procurement policies, processes and procedures. Establish construction procurement processes and procedures. Promote correct implementation and sound infrastructure procurement practices. Manage the design and implementation of a system to monitor performance of suppliers and the performance of the Contracting Institution. Manage the appointment, training and vetting of Tender Committee members. Manage and direct inputs to the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Manage finalisation of Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Manage the tender evaluation and monitoring. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee System. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Management of sub-directorate. Develop and manage the operational plan of the unit and report on progress as required. Compile and submit all required administrative reports. Quality control of work delivered by employees. Functional technical advice and guidance. Plan and allocate work. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Khosi Kunene at 072 315 9992                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | The Department is committed to achieving employment equity and diversity in accordance with its approved Employment Equity Plan. Preference will be given to suitably qualified Coloured (Male & Female), White female, African male and Persons with disability (PwD) candidates in order to advance the Department's Employment Equity objectives and address identified under-representation at the relevant occupational level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 37/155</u></b>  | : | <b><u>DIRECTOR: ORGANISATIONAL EFFICIENCY REF NO: REFS/056668</u></b><br>Directorate: Corporate Management Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum, (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | Matric plus an undergraduate qualification (NQF7) in Public Administration / Business Management / Human Resource Management / Production/ Operations Management / Management Services as recognised by SAQA. A minimum of 5 years relevant experience at middle/ senior managerial level in Organisational Development / Service Delivery Improvement / Human Resource Planning & Systems environment or related field. Possession of the SMS Pre-Entry Certificate (required prior to appointment). Possession of a valid driver's license. Knowledge: Public Service Act and Regulations, Labour Relations Act of 1995, Occupational Health and Safety Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act and Treasury Regulations. Job Evaluation and organisational design principles. Certification as a Job Evaluation Analyst or Panel will be an added advantage. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation. Skills: Good written and verbal communication skills. Planning, organising and execution skills. Knowledge management. Negotiation skills. Change management. Language proficiency and ability to manage conflict.                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Manage and monitor the implementation of Operations Strategy and Design. Manage and monitor the development of Standard Operating Procedures and Business Process for the department. Develop change management and communication strategies to ensure smooth transition of employees. Initiate and manage Organisational Design. Plan, implement, monitor and institutionalise Service Delivery Improvement programmes. Manage the implementation of the Diversity Management programmes in the department. Assess and analyse Service Delivery Model to identify service improvements by identifying resource and functional alignment inefficiencies. Manage the development and implementation of human resource strategy and plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                     |   | Manage the development and implementation of Employment Equity Plans.<br>Manage resources of the unit (human resources, finance, assets)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ENQUIRIES</b>    | : | Ms. Khosi Kunene at 072 315 9992                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>NOTE</b>         | : | The Department is committed to achieving employment equity and diversity in accordance with its approved Employment Equity Plan. Preference will be given to suitably qualified Coloured (Male & Female), White female, African male and Persons with disability (PwD) candidates in order to advance the Department's Employment Equity objectives and address identified under-representation at the relevant occupational level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POST 37/156</b>  | : | <b><u>DIRECTOR - TECHNICAL SUPPORT REF NO: REFS/056645</u></b><br>Directorate: Technical Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SALARY</b>       | : | R1 317 384 per annum, (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CENTRE</b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>REQUIREMENTS</b> | : | A Matric certificate plus a Bachelor's Degree/BTech in Civil Engineering / Architecture /Architectural Technology /Quantity Surveyor / at NQF Level 7 as recognized by SAQA. A minimum of 5 years at Middle/Senior Managerial level experience in infrastructure technical support services in the built environment and or housing delivery in architecture/civil engineering/quantity surveying/. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have in-depth knowledge of National Building Standards Act of 1977 and Regulations; PFMA/DoRA/ Treasury Regulations, Practice Notes, Instructions, Circulars; Construction Industry Development Board Act of 2000 and Regulations; Project and Construction Management Act of 2000. Quantity Surveyors Profession Act of 2000. Registration with recognised professional bodies in any of the qualifications above will be an added advantage. Competencies & Skills: Technical design & analysis of built environment drawings. Construction quality management in the housing and or built environment. Competency in Green Building Standards and innovation in the built environment will be an added advantage. Financial Management. Strategic and Leadership management. Change Management. Conflict Management. Good written and verbal communication skills. Self-motivated. Work well under pressure. Interpersonal skills and ability to manage multiple team. Reliable and Responsible. Positive attitude ability to communicate at all levels of management and manage multiple teams. |
| <b>DUTIES</b>       | : | Manage the development and review of the Department norms and standards and ensure adherence to the NHBRC Home Building manual. Develop, review and monitor the implementation of built environment innovations and best practices. Manage and improve efficiency of the project quality assurance inspectorate work engineering and architectural, technical support services in adherence to standard operating procedures. Oversee the management of the process of final inspections on houses built to ensure compliance to building regulations, norms and standards and including standard operating procedures before payment to contractors. Managing the process of quality inspections against designs, norms and standards building regulations. Manage the provision of the technical support services to the Department. Manage the development and implementation of alternative energy and monitor the implementation of Energy Efficiency initiatives and identify suitable Renewable Energy initiatives for subsidized housing in the province. Management of the business unit. Maintenance of discipline. Management of performance and development.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ENQUIRIES</b>    | : | Ms. Khosi Kunene at 072 315 9992                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>NOTE</b>         | : | The Department is committed to achieving employment equity and diversity in accordance with its approved Employment Equity Plan. Preference will be given to suitably qualified Coloured (Male & Female), White female, African male and Persons with disability (PwD) candidates in order to advance the Department's Employment Equity objectives and address identified under-representation at the relevant occupational level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

#### OTHER POSTS

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| <b>POST 37/157</b> | : | <b><u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A (X6 POSTS)</u></b>                                                                                                                                                  |
| <b>SALARY</b>      | : | R914 517 – R1 172 184 per annum, all-inclusive OSD package, (i.e. Salary will be determined in accordance with the applicable Occupation Specific Dispensation for Engineering Professions and Related Occupations, subject |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|                            | to verification of qualifications, professional registration and appropriate recognisable experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : Incremental Housing Development - West Rand Region Ref No: REFS/056653 (X2 Posts)<br>Incremental Housing Development – Head Office Ref No: REFS/056654 (X4 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : Grade 12 / Senior Certificate / National Senior Certificate; plus a minimum National Diploma / National Higher Diploma / equivalent NQF Level 6 qualification as recognised by SAQA in the Built Environment, Construction Management, Civil Engineering, Quantity Surveying, Architecture or a related Built Environment field, with a minimum of four years and six months' appropriate confirmed experience in the Built Environment / Construction Project Management environment; or BTech / equivalent NQF Level 7 qualification as recognised by SAQA in the Built Environment, Construction Management, Civil Engineering, Quantity Surveying, Architecture or a related Built Environment field, with a minimum of four years' appropriate confirmed managerial / construction project management experience; or an Honours Degree / equivalent NQF Level 8 qualification as recognised by SAQA in the Built Environment, Construction Management, Civil Engineering, Quantity Surveying, Architecture or a related Built Environment field, with a minimum of three years' appropriate experience in the Built Environment / Construction Project Management environment. Compulsory valid registration with the South African Council for the Project and Construction Management Professions ASCPCMP) as a Professional Construction Project Manager (PrCPM) Candidate registration or registration in another category will not satisfy this requirement. A valid driver's licence. Willingness to travel and conduct site inspections. Knowledge: Knowledge of programme and project management principles and methodologies; construction project management within the built environment; human settlements/ housing delivery in the public and or private sector, internal and or bulk municipal services , infrastructure delivery, PFMA, Treasury Regulations, SCM prescripts and construction procurement; CIDB prescripts; Occupational Health and Safety National Building Regulations; construction /infrastructure contract management and standard forms of contract such as JBCC, GCC and/or NEC; project planning and scope management , cost control, quality control as per building regulations , project risk management, project financial management , project reporting up to close out and handover , technical report writing, stakeholder management and including working with multiple teams contractors , professional teams and developers, project document management. Competencies: Project planning and programme, contract management; professional judgement; technical consulting; decision-making; analytical thinking; problem-solving; planning and organising; financial management; stakeholder relations management ,customer focus and responsiveness; communication; computer literacy; conflict management; people management; change management; innovation; research and development; and ability to work with professional teams, contractors, municipalities, communities and other stakeholders. |
| <b><u>DUTIES</u></b>       | : Manage and coordinate all aspects of construction projects within the human settlements / built environment portfolio. Develop project implementation plans, prepare and monitor project schedules (implementation programme0 g, site monitoring, project performance reporting evaluation in line with approved project management methodologies and infrastructure delivery prescripts/ programme Develop, execute and review project work plans, project schedules and implementation plans. Identify project resources, risks, dependencies and corrective actions. Manage day-to-day operational aspects of projects, including scope, time, cost, quality, risk, project resources and stakeholder coordination. Monitor project progress, conduct site inspections, attend project and site technical and project committee meetings, and ensure compliance with applicable legislation, policies, norms, standards and contract requirements. Project financial management, Monitor and report on project budgets, expenditure, cash flow, verifying payment certificates, manage cashflow projections, ensure compliance with PFMA and other treasury requirements and project performance. Monitor project performance, adherence to approved specifications, building requirements and norms and standards of the Department. Report project progress to the Chief Construction or equivalent and provide timely technical and management reports. Provide inputs into tender documentation, bid specifications, procurement planning, evaluation processes and contract administration, where required. Liaise and interact with service providers, contractors,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

professional teams, municipalities, clients, communities and management. Maintain proper project records, documentation, registers and reports. Support audit readiness and ensure that project information is complete, accurate and accessible. Undertake research and development. Keep abreast of new technologies, construction methods, project management methodologies, built environment trends and SACPCMP professional requirements. Participate in continuous professional development in accordance with SACPCMP guidelines. Provide technical guidance and mentoring to Candidate Construction Project Managers and related technical or administrative personnel, where applicable. Promote skills transfer, adherence to professional standards and sound project management practice.

**ENQUIRIES  
NOTE**

- : Ms. Khosi Kunene at 072 315 9992
- : Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply.

**GAUTENG INFRASTRUCTURE FINANCING AGENCY**

**APPLICATIONS**

- : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za>. Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand- delivered, faxed, or emailed applications will be accepted. Only online applications will be considered.

**CLOSING DATE  
NOTE**

- : 30 October 2026 (no late applications will be considered)
- : Applications must be submitted on the new signed Z83 form, obtainable from any Public Service department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). One of the minimum entry requirements for SMS is the successful completion of the pre- entry certificate prior to the appointment. For more details on the pre- entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. A recently updated comprehensive CV must accompany the Z83 form, together with the contact details of three contactable references, including name, contact number, email address, and the capacity in which each reference is known to the candidate. Applicants must use the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the new Z83 form must be completed and signed. Only shortlisted candidates will be required to submit certified documents. Shortlisted candidates will be contacted by HRM to submit certified documents and must be available for interviews on a date and at a date determined by the Gauteng Infrastructure Financing Agency. It is our intention to promote representativity in the Public Service through the filling of this post. Candidates whose transfer, promotion, or appointment will promote representativity may receive preference. GIFA is committed to achieving employment equity targets as contained in its Employment Equity Plan. To support this process, applicants are requested to indicate their race, gender, and disability status. Suitable candidates will be subjected to personnel suitability checks, including criminal record, citizenship verification, credit record checks, qualification verification, and employment verification. Confirmation of final appointment will be subject to a positive security clearance. Only Z83 and CV submitted on application, all other documents/ proofs are submitted by shortlisted candidate. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Please note that all applications for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School (NSG) prior to appointment. No appointment will take place without successful completion of the pre-entry certificate and submission thereof. The course is available at NSG under name Certificate for entry into the SMS, for more details please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Recommended candidates for the position will be subjected to a competency assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applications

received after the closing date, as well as applications that do not comply with the requirements of the post, will be disqualified. GIFA reserves the right not to make an appointment. If you do not receive a response within three months of the closing date, please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b><u>POST 37/158</u></b>  | : | <b><u>HEAD: PROJECT DEVELOPMENT REF NO: REFS/056849</u></b><br>Directorate: Project Development & Compliance<br>(Five (5) Year Fixed Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R1 554 696 - R1 858 821 per annum, (all- inclusive of benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Sandton (Johannesburg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's degree (NQF level 7) in the built environment, Project Management, Business Administration, Public Administration and Finance. NQF level 8 Postgraduate in the built environment will be added advantage. At least 5 years' experience at a senior management level in the public/ private sector with a proven track record in infrastructure Project Management. Additional Requirements: Registration with a relevant professional body; Engineering Council of South Africa (ECSA) South African Council for the Project and Construction Management Professions (SACPCMP), Valid driver's license, Pre-entry Certificate (Nyukela).                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Provide strategic direction for Project Development Programme through effective operating models on the development, compliance and evaluation of strategically viable infrastructure projects. Oversee the project initiation, business case development, feasibility assessment, sustainability for project funding, monitoring and evaluation and contract management, to the point of bankability. Oversee the project initiation, business case development, feasibility assessment, sustainability for project funding, monitoring and evaluation and contract management, to the point of bankability. Oversee projects that are identified for alternative funding are sourced from a coordinated process of planning and budgeting for infrastructure projects in the province. Provide good governance and sound ethical compliance for the business unit. Management of resources. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Lebogang Tladinyane Tel No: (011) 290 6600/38                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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

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

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| <b><u>APPLICATIONS</u></b> | : | Applicants are encouraged to apply for posts through the online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> . Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. All applications must be addressed to the Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbenia and Loop Street, Veldenvlei, Richards Bay, 3900. Emailed applications will not be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please Use The New Z83 Form Which Is Effective From 01 January 2021) obtainable from any Public Service Department or at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> . It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. |

**OTHER POSTS**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b><u>POST 37/159</u></b>  | : | <b><u>SENIOR PROJECT MANAGER REF NO: SSC24/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R1 101 468 per annum (Level 12), (all-inclusive MMS salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | A Bachelor's degree/ Advanced Diploma at NQF level 7, a SAQA recognized qualification in Project Management and a valid driver's license. Experience: 3 years' junior management experience in a project management environment. Knowledge: RSA Constitution, White Paper on Agriculture for KZN, Norms & Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Public Finance Management Act, Labour Relations Act, EPMDS, community development, Public Participation, community outreach, project management principles, social dynamics of KZN communities, Service Delivery Frameworks, Treasury Regulations. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning, organizational skills, research, analytical, leadership, financial management, time management, report writing, problem solving, communication. conflict management, change management, self- |

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|                            |   | disciplined and able to work under pressure with minimum supervision leadership, project management, people management, relationship management and decision making.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Coordinate and facilitate planning of all agricultural projects including approval process. Monitor, evaluate and report on the implementation of agricultural projects. Ensure the provision and coordination of administration and other related services pertaining to projects. Develop and ensure implementation of policies and strategies related to agricultural projects. Manage the resources of the sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Mr ME Ngcobo at 082 461 8728                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/160</u></b>  | : | <b><u>DEPUTY DIRECTOR: SOCIAL ORGANISATION REF NO: SSC25/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R1 101 468 per annum (Level 12), (all-inclusive salary MMS package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 07 Bachelor's Degree in Social Science / Community Development or a Bachelor of Science in Agriculture degree and a valid driver's licence. Experience: 3 years' junior management experience in community development facilitation. Knowledge: RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, community development, community outreach, project management principles, Millennium development goals, social dynamics of KZN communities, Youth Development Policy, National and Provincial Practice Notes, SCM practices and procedures, Promotion of Access to Information Act, service delivery frameworks, Promotion of Administrative Justice Act, National Skills Development Strategy, National Development Plan, National Skills Accord, Provincial Growth and Development Plan, Treasury Regulations, Criminal Procedure Act, KZN Citizen's Charter, Security Management Act, Occupational Health and Safety Act, intergovernmental matters, Promotion of Equality and Prevention of Unfair Discrimination. Skills: Language, listening, interpersonal relations, computer, organizational development, leadership, business management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, relationship management, decision making, facilitation, policy development and analysis, negotiation and people management. |
| <b><u>DUTIES</u></b>       | : | Manage the provision of facilitation support to land reform initiatives and community organisations for growth and sustainable rural enterprise development. Guide and align the engagements and formations of community organisations with the CRDP and Rural Development strategies and policies. Manage the effectiveness of facilitating access to skills development in the implementation of the rural enterprises and the CRDP. Facilitate co-operation between community organisations and public and private sector organisations. Manage resources of the sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Dr. NP Myeni at 082 350 4921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/161</u></b>  | : | <b><u>DEPUTY DIRECTOR: FUNDING FACILITATION REF NO: SSC26/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R1 101 468 per annum (Level 12), (all-inclusive salary MMS package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 07 degree in Business Management / Business Administration / Marketing and a valid driver's licence. Experience: 5 years' relevant junior management experience. Knowledge: RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, International Relations Framework, Trade and Industry Guidelines, sector specific knowledge, relevant national and international legislation, standards, protocols, treaties and conventions, Donor Fund Management, co-operations management, trade and marketing. Skills: Management, planning, diplomacy, literacy, communication, project management, interpersonal relations, organising, problem solving, motivational, computer literacy, financial management, report writing, time management, decision making, self-disciplined and ability to work under pressure with minimum supervision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b><u>DUTIES</u></b>       | : | Manage the facilitation and sourcing of project and programme specific funding. Develop and update Rural Funding Model Framework for rural SMME's. Provide accurate monitoring and reporting in respect of funding facilitation. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Dr. NP Myeni at 082 350 4921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/162</u></b>  | : | <b><u>DEPUTY DIRECTOR: ICT OPERATIONS REF NO: SSC27/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive salary MMS package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma (NQF level 6 qualification) in Computer Science or Information Technology and a valid driver's license. Experience: 3 years junior management experience in an ICT environment. Knowledge: Networking, Hardware and Software, SharePoint infrastructure, Microsoft support, Helpdesk operations management, ICT Security, 4IR support, GIS infrastructure support, Project management, RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Labour Relations Act, Employee Performance and Management System, Basic Conditions of Employment Act. Skills: Computer proficiency, Language, Accuracy, Listening, Presentation, Analytical thinking, Interpersonal relations, Strategic planning, Research, Policy analysis, Time management, Report writing, Problem solving, Communication, Self-disciplined and ability to work under pressure with minimum supervision, Project management, Project planning, Information management, Relationship management and decision-making.                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Manage ICT support services. Manage the provision of ICT Infrastructure. Manage the service level agreement with regard to the operations of the service. Manage the provision of ICT administration services. Manage the resources of the sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr N Xhakaza at 082 576 4444                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/163</u></b>  | : | <b><u>DEPUTY DIRECTOR: HUMAN RESOURCES INFORMATION SYSTEMS AND REPORTING REF NO: SSC28/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive salary MMS package) (level 11)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 06 qualification in Human Resources Management / Public Administration / a relevant qualification and a valid driver's licence. Experience: 3 years' junior management experience in Human Resources Information Systems. Knowledge: RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation PFMA, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, National Management Information Requirements (NMIR), PERSAL system, DPSA Handbook on the functionality of PERSAL, Provincial and Departmental PERSAL Policies, relevant departmental, provincial and national HR Policies and Procedures, relevant DPSA directives, and relevant bargaining council resolutions. Skills: Interpersonal relations, computer, leadership, time management, report writing, problem solving, communication, conflict management, change management, project planning and management, people management, relationship management, financial management, presentation, creative, innovative, analytical thinking, decision making, policy development and interpretation, self-disciplined and self-driven with ability to work under pressure with minimum supervision. |
| <b><u>DUTIES</u></b>       | : | Manage Human Resources Information Systems (PERSAL). Manage automated Human Resources Management Systems and reporting. Manage establishment control services and reporting. Develop strategies, policies and plans aimed at improving service delivery. Manage resources of the sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mrs RN Ndwandwe Tel No: (033) 343 8498                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 37/164</u></b>  | : | <b><u>DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION PRACTICES, POLICY DEVELOPMENT AND TRANSFORMATION REF NO: SSC29/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive salary MMS package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 06 qualification in Human Resources Management / Public Administration / a relevant qualification and a valid driver's licence. Experience: 3 years' junior management experience in a policy development and transformation programmes implementation environment. Knowledge: RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation PFMA, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, relevant departmental, provincial and national HR Policies and Procedures, relevant DPSA directives and frameworks, and relevant bargaining council resolutions. Skills: Communication, interpersonal relations, computer, supervisory, report writing, problem solving, conflict management, time management, presentation, planning and organising, project management, policy analysis and interpretation, analytical thinking, decision making, self-disciplined and self-driven with the ability to work under pressure with minimum supervision. |
| <b><u>DUTIES</u></b>       | : | Manage the development of transversal Human Resources policies. Manage development and implementation of strategies aimed at ensuring departmental policy compliance environment. Manage implementation of transformation programmes within the Department. Manage the implementation of Human Resources Policies. Manage resources of the sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mrs RN Ndwandwe Tel No: (033) 343 8498                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/165</u></b>  | : | <b><u>DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION. POLICIES AND PRACTICES REF NO: SSC30/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive salary MMS package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | South Service Centre - Hilton                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 06 qualification in Human Resources Management / Public Administration / a relevant qualification and a valid driver's licence. Experience: 3 years' junior management experience in a Human Resources Management and Administration environment. Knowledge: RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation PFMA, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, relevant departmental, provincial and national HR Policies and Procedures, relevant DPSA directives, and relevant bargaining council resolutions, PERSAL functions and procedures, GEPP prescripts. Skills: Communication, interpersonal relations, computer, management, report writing, problem solving, conflict management, time management, presentation, planning and organising, project management, policy analysis and interpretation, analytical thinking, decision making, self-disciplined and self-driven with the ability to work under pressure with minimum supervision.        |
| <b><u>DUTIES</u></b>       | : | Manage human resource administration, policies and practices services. Manage the recruitment and selection services. Manage the conditions of service. Manage salary administration services. Manage the resources of the sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mrs RN Ndwandwe Tel No: (033) 343 8498                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/166</u></b>  | : | <b><u>PROFESSIONAL ENGINEER GRADE A/B/C REF NO: SSC31/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | Grade A: R914 517 per annum, (all-inclusive OSD remuneration package)<br>Grade B: R1 030 296 per annum, (all-inclusive OSD remuneration package)<br>Grade C: R1 172 184 per annum, (all-inclusive OSD remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | A B. Engineering / BSc. Engineering degree in Agricultural Engineering or Civil Engineering, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence. Experience: 3 years' post qualification Agricultural Engineering or Civil Engineering experience. Knowledge: Programme and project management, engineering design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing, creating a high-performance culture, professional judgement, networking, Occupational Health and Safety Standards, Labour Relations Act, Public Service Act,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                   |   | Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis, people management, change management, innovation and writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>              | : | Develop and design engineering infrastructure plans. Conduct project inspections and provide progress reports. Conduct research and development. Promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Perform administrative and related duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>           | : | Ms SE Ndlela Tel No: (033) 343 8024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 37/167</u></b>         | : | <b><u>PROFESSIONAL SCIENTIST GRADE A/B/C: SOIL SCIENCE REF NO: SSC32/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>              | : | Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)<br>Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)<br>Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Cedara Research Station<br>An NQF level 08 qualification in Soil Science, compulsory registration with SACNASP as a Professional Soil Scientist and a valid driver's licence. Experience: 3 years' post-qualification experience in a Soil Science environment. Knowledge: Soil science principles, soil classification, soil survey methods and land capability assessment. Soil fertility, soil chemistry, soil physics, soil biology, soil health and sustainable soil management practices. Soil conservation, erosion control, land degradation, rehabilitation and climate-smart agricultural practices. Agricultural research methodology, data collection, data analysis, interpretation and technical reporting. Relevant legislation, policies, norms and standards applicable to natural resource management, conservation of agricultural resources and public administration. Public Service Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Public Finance Management Act, Occupational Health and Safety Act and Departmental Policies. Skills: Technical: Soil survey and classification, land capability assessment, interpretation of soil laboratory results, GIS and computer-aided applications, data analysis, applied research, technical report writing, scientific presentation, project planning and monitoring. Generic: Analytical thinking, problem-solving, communication, stakeholder engagement, planning and organising, professional judgement, financial awareness, adaptability, ethics and accountability. |
| <b><u>DUTIES</u></b>              | : | Develop and implement methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Conduct research and development. Human capital development. Perform administrative and professional duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>           | : | Mrs NZQ Pakkies Tel No: (033) 355 9148                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/168</u></b>         | : | <b><u>PROFESSIONAL SCIENTIST GRADE A/B/C: - AGROMETEOROLOGIST - AGRICULTURAL RISK AND DISASTER MANAGEMENT REF NO: SSC33/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>              | : | Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)<br>Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)<br>Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Cedara Research Station<br>An NQF level 08 in Agricultural Science or BSc Honours in Agricultural Science - Agrometeorology, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post-qualification experience in Agriculture Risk Reduction and Disaster Management. Knowledge: Disaster risk reduction, agricultural risk assessment, vulnerability assessment, exposure analysis and disaster impact assessment. Climate variability and change, drought, floods, veld fires, severe weather, pests, diseases and other hazards affecting agriculture. Early warning systems, seasonal monitoring, agricultural advisory services, and preparedness planning. Agricultural research methodology, data collection, data analysis, interpretation, GIS mapping and technical reporting. Relevant legislation, policies, norms and standards applicable to disaster management, agricultural risk management, natural resource management and public administration. Public Service Act, Public Service Regulations,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                                   |   | Directive on Human Resources Management and Development for Public Service Professionalisation, Public Finance Management Act, Occupational Health and Safety Act and Departmental Policies. Skills: Technical: Agricultural disaster risk assessment, climate and hazard analysis, vulnerability and impact assessment, early warning interpretation, GIS and computer-aided mapping applications, data analysis, applied research, technical report writing, scientific presentation, project planning, monitoring and evaluation. Generic: Analytical thinking, problem-solving, communication, stakeholder engagement, planning and organising, professional judgement, teamwork, customer focus, financial awareness, adaptability, ethics and accountability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>              | : | Develop and implement methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Conduct research and development. Human capital development. Perform administrative and professional duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>           | : | Mrs NZQ Pakkies Tel No: (033) 355 9148                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/169</u></b>         | : | <b><u>PROFESSIONAL SCIENTIST GRADE A/B/C - RANGELAND ECOLOGY AND MANAGEMENT/ PASTURE SCIENCE REF NO: SSC34/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>              | : | Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)<br>Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)<br>Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Kokstad Research Station<br>An NQF level 08 four-year Agricultural Science degree (BSc) (Hons) majoring in Rangeland Ecology and Management / Pasture Science, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post-qualification experience in Rangeland Ecology and Management or Pasture Science. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of Rangeland Ecology and Management or Pasture Science. Labour Relations Act, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Technical: Planning and organising, team leadership, analytical skills, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, networking, creating a high-performance culture, self-disciplined and self-driven with the ability to work under pressure with minimum supervision. |
| <b><u>DUTIES</u></b>              | : | Develop and implement methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Conduct research and development. Human capital development. Perform administrative and related functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>           | : | Mr M Magawana Tel No: (033) 355 9258                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/170</u></b>         | : | <b><u>PROFESSIONAL SCIENTIST GRADE A/B/C – LIVESTOCK SCIENCE RESEARCH SERVICES REF NO: NSC08/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>              | : | Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)<br>Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)<br>Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Dundee Research Station<br>A four-year NQF level 08 Agricultural Science Degree (BSc) (Hons) majoring in Animal Science, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post-qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of animal science, Labour Relations Act, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Technical: Analytical skills and Data analysis, Scientific methodology and models, Research and Development, Writing of Scientific papers, technical reports, and Popular articles, Scientific editing and reviewing, Communication at a Scientific and technical level, and Informative level, presentation, Computer aided scientific applications, Professional judgement, Policy development and analysis,                                                                                                      |

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|                                   |   | Livestock husbandry. Generic: Leadership, Mentorship, Conflict Management, Planning and Organising, Analytical, Problem solving and Analysis, Creativity, Decision making, Customer focus and responsiveness, Communication, Innovation, Computer Literacy, Customer focus and responsiveness, Networking, Creating high-performance culture, self-disciplined and self-driven with the ability to work under pressure with minimum supervision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>              | : | Develop and implement methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Conduct research and development in animal science. Human capital development. Perform administrative duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>           | : | Mr M Magawana Tel No: (033) 355 9258                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/171</u></b>         | : | <b><u>PROFESSIONAL SCIENTIST GRADE A/B/C (HORTICULTURE) REF NO: NSC09/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>              | : | Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)<br>Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)<br>Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Makhathini Research Station<br>An NQF level 08 four-year B.Sc in Agriculture degree majoring in Horticulture, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in horticulture, Labour Relations Act, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation and computer aided scientific applications. Generic: Leadership, mentorship, conflict management, financial management, planning and organizing, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking, creating high-performance culture, self-disciplined and self-driven with the ability to work under pressure with minimum supervision. |
| <b><u>DUTIES</u></b>              | : | Develop and implement methodologies, policies, systems and procedures with particular reference to horticultural research. Perform agricultural scientific analysis and regulatory functions. Conduct research and development. Human Capital development. Perform administrative functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>           | : | Dr. SR Bezuidenhout Tel No: (033) 355 9657                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 37/172</u></b>         | : | <b><u>PROFESSIONAL SCIENTIST GRADE A/B/C (ANALYTICAL SERVICES –BIODATAMETRICS AND BIOINFORMATICS) REF NO: SSC35/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>              | : | Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)<br>Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)<br>Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Cedara Research Station<br>NQF 8 Four-year B.Sc. (Hons) in Biometry, or relevant qualification with statistical sciences. Compulsory registration with SACNASP as a Professional Scientist in the field of Agricultural or Mathematical Science and a valid driver's licence. Experience: 3 years' post qualification experience in experimental design, statistics and computing for Natural Sciences. Knowledge: Knowledge of Occupational Health and Safety Standards, Sound and broad knowledge of scientific research methodology, application of practices and techniques of field. laboratory and controlled environmental experiments, Sound and broad knowledge of statistical data analysis and programming and database functions, sound understanding of agricultural research, methodologies and application of practices and techniques, scientific methodology and models, Labour Relations Act, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                                       |   | and HRD Policies. Skills: Technical: Project management, scientific methodologies and models, research and development, computer-aided scientific applications, knowledge of legal compliance, technical report writing, creating high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring. Generic: Decision making, team leadership, analytical skills, creativity, financial management, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management, problem solving and analysis, innovation, self-disciplined and self-driven with the ability to work under pressure with minimum supervision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>                                  | : | Develop and implement methodologies, policies, systems and procedures. Perform agricultural scientific analysis and regulatory functions. Conduct research and development. Human Capital development. Perform administrative functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>                               | : | Mr. NJ Tembe Tel No: (033) 343 8032                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/173</u></b>                             | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: SSC36/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>                                  | : | R573 552 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>                                  | : | eThekweni District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b>                            | : | A National Diploma in Civil Engineering (NQF level 6), compulsory registration with ECSA as an Engineering Technician and a valid driver's licence. Experience: Six (06) years' post qualification technical agricultural or civil engineering experience. Knowledge: Programme and Project Management, engineering design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing, Occupational Health and Safety Standards, National Water Act, Legislation in terms of Water Act, Conservation of Agricultural Resources Act, Labour Relations Act, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, RSA Constitution. Skills: Project planning and management, technical design and analysis, presentation, research and development, technical consulting, problem solving and analysis, decision making, teamwork, creativity, financial management, customer focus and responsiveness, communication, computer, planning and organising, people management, presentation, conflict management, HR Management, literacy, language, listening, analytical thinking, interpersonal relations, research and time management, self-disciplined and self-driven with the ability to work under pressure with minimum supervision. |
| <b><u>DUTIES</u></b>                                  | : | Manage and control the planning and design of infrastructure, irrigation and mechanisation. Manage technical support of infrastructure, irrigation and mechanisation projects. Provide technical advisory services. Monitor and evaluate district engineering projects. Manage the resources of the division.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>                               | : | Ms SE Ndlela Tel No: (033) 3438024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/174</u></b><br><b><u>SSC37/2026</u></b> | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>                                  | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>                                  | : | South Service Centre - Hilton                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>                            | : | An NQF level 07 Bachelor's degree or Advanced Diploma in Financial Accounting and a valid driver's licence. Experience: 3 years' supervisory experience in a finance environment. Knowledge: RSA Constitution, Public Service Act, Public Management Administration Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, PFMA, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, Treasury Regulations, National and Provincial Treasury Instruction Notes, Division of Revenue Act, relevant Departmental, Provincial and National policies and procedures. PERSAL, BAS and LOGIS systems. Skills: Financial management, people management, time management, decision making, planning and organising, conflict management, communication skills, leadership, innovation and creativity, problem-solving, presentation, interpersonal relations, computer literacy, project management and change management, self-disciplined and self-driven with the ability to work under pressure with minimum supervision.                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b><u>DUTIES</u></b>       | : | Manage LOGIS payments. Manage sundry payments. Manage subsistence and travel claims. Manage the payment voucher control and compliance with financial accounting policies and procedures. Manage resources of the component.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr D Plaatjies Tel No: (033) 343 8475                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/175</u></b>  | : | <b><u>ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: NSC10/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | North Service Centre – Richards Bay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 06 qualification in Human Resources Management / Public Administration / a relevant qualification and a valid driver's licence. Experience: 3 years' supervisory experience in Human Resources Administration. Knowledge: RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation PFMA, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, relevant departmental, provincial and national HR Policies and Procedures, relevant DPSA directives, and relevant bargaining council resolutions, PERSAL functions and procedures, GEPE prescripts. Skills: Communication, interpersonal relations, computer, supervisory, report writing, problem solving, conflict management, time management, presentation, planning and organising, project management, policy analysis and interpretation, analytical thinking, decision making, self-disciplined and self-driven with the ability to work under pressure with minimum supervision.                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Manage the administration of pension benefits services and process of employee exits. Manage the administration of injuries on duty. Manage the administration of service conditions' allowances. Provide advice and inputs into policies development, procedures and SOPS. Manage the resources of the component.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mrs RN Ndwandwe Tel No: (033) 343 8498                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/176</u></b>  | : | <b><u>BUSINESS ADVISOR – ENTITY SUPPORT REF NO: SSC38/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 07 degree in Social Science / Development Studies and a valid driver's licence. Experience: 1 year's relevant experience. Knowledge: RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, PFMA, Public Administration and Governance, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, community development, social facilitation, development finance, public participation, project management principles, Millennium development goals, National and Provincial Practice Notes, SCM practices and procedures, National Development Plan, Youth Employment Accord, Provincial Growth and Development Plan, Treasury Regulations, intergovernmental matters, Ministerial Handbook, Protocol Manual of South Africa Trade, marketing and economics. Skills: Presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, financial management, time management, report writing, problem solving, communication, self-disciplined and ability to work under pressure with minimum supervision, project management, people management, relationship management, decision making, diplomacy, negotiation, policy analysis, advisory and protocol. |
| <b><u>DUTIES</u></b>       | : | Facilitate establishment of business entities. Provide support to existing and new business entities. Provide mentoring programmes. Provide advice, guidance and input to policies. Perform administrative functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Gumede at 082 892 0731                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/177</u></b>  | : | <b><u>STUDENTS AFFAIRS OFFICER REF NO: NSC11/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Owen Sithole College of Agriculture (OSCA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An NQF Level 06 qualification in Public Administration / Financial Management and a valid driver's licence. Experience: 3 years' experience in an academic institution environment. Knowledge: Courses and rules of academic institution, academic requirements for students, student funding formula, institutional policies and procedures, RSA Constitution, Public Service Act, Public Administration Management Act, Public Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                            |   | Regulations, PFMA, EPMDS, Basic Conditions of Employment Act and project management principles. Skills: Interpersonal relations, computer, organizational development, leadership, business management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, decision making, facilitation and presentation skills, negotiation, policy analysis and financial management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Facilitate student recruitment, registration and orientation processes. Coordinate student welfare, residential, health and support services. Facilitate student development programmes. Provide advice and guidance, and contribute to policies and guidelines. Manage staff and resources assigned to the component.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Mr MK Shakwane Tel No: (033) 035 – 795 1345                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/178</u></b>  | : | <b><u>ENGINEERING TECHNICIAN GRADE A/B/C (X9 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | Grade A: R407 337 per annum, (OSD)<br>Grade B: R460 086 per annum, (OSD)<br>Grade C: R518 769 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | <b>Ref No: SSC39/2026:</b><br>ILembe District (X2 Posts)<br>Ugu District (X1 Post)<br>Harry Gwala District (X1 Post)<br>uThukela District (X1 Post)<br><b>Ref No: NSC12/2026:</b><br>uMzinyathi District (X1 Post)<br>uMkhanyakude District (X1 Post)<br>Zululand District (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 06 National Diploma in Agricultural Engineering or Civil Engineering, compulsory registration with ECSA as an Engineering Technician and a valid driver's license. Experience: 3 years' post qualification technical (engineering) experience. Knowledge: Legal compliance, Engineering norms and standards, technical design and analysis, computer-aided engineering applications. Skills: Technical skills: project management, technical design and analysis, research and development, computer-aided engineering applications, technical report writing and technical consulting. Generic skills: problem solving and analysis, decision making, teamwork, creativity, customer focus and responsiveness, communication, computer, people management, planning and organising and change management.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Render technical services to the District. Provide technical assistance in the implementation of projects. Provide advice and guidance. Research and development. Perform administrative and related functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms SE Ndlela Tel No: (033) 3438024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/179</u></b>  | : | <b><u>SCIENTIFIC TECHNICIAN GRADE A/B/C (GRASS AND FORAGE SCIENTIFIC RESEARCH SERVICES) REF NO: SSC40/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | Grade A: R407 337 per annum, OSD<br>Grade B: R460 086 per annum, OSD<br>Grade C: R518 769 per annum, OSD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Cedara Research Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | An NQF Level 06 Diploma in Agricultural Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification experience in an agricultural scientific environment. Knowledge: Scientific methodologies, research and development, knowledge of legal compliance, Grassland Society of Southern Africa (GSSA), Labour Relations Act, Public Service Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Technical: Programme and project management, Scientific methodologies, research and development, computer-aided scientific applications, technical report writing, creating high-performance culture, professional judgment, data analysis, mentoring. Generic: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, networking, people management, planning and organizing, conflict management, change management, problem solving and analysis. |

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| <b><u>DUTIES</u></b>       | : | Develop and implement methodologies, policies, systems and procedures<br>Provide technical support and advice. Perform technical scientific analysis and regulatory functions. Research and development. Human capital development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Magawana Tel No: (033) 355 9258                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/180</u></b>  | : | <b><u>SCIENTIFIC TECHNICIAN GRADE A/B/C (LIVESTOCK SCIENCE RESEARCH SERVICES) REF NO: SSC41/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | Grade A: R407 337 per annum, OSD<br>Grade B: R460 086 per annum, OSD<br>Grade C: R518 769 per annum, OSD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRES</u></b>      | : | Kokstad Research Station (X1 Post)<br>Cedara Research Station (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | An NQF Level 06 Diploma in Agricultural Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification experience in an agricultural scientific environment. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in Livestock Science, Labour Relations Act, Public Service Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Technical: Analytical skills and Data analysis, scientific methodology and models, research and development, writing technical reports, Programme and Project Management, computer aided scientific applications, professional judgement, data analysis, policy development and analysis, livestock husbandry, creating a high-performance culture, knowledge of legal compliance. Generic: Planning and organizing, leadership, mentorship, financial management, team leadership, self-management, analytical thinking, problem solving and analysis, creativity.                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Develop and implement methodologies, policies, systems and procedures<br>Provide technical support and advice. Perform technical scientific analysis and regulatory functions. Research and development. Human capital development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Magawana Tel No: (033) 355 9258                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/181</u></b>  | : | <b><u>SCIENTIFIC TECHNICIAN GRADE A/B/C (BIOCHEMISTRY –ANALYTICAL SERVICES) REF NO: SSC42/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | Grade A: R407 337 per annum, OSD<br>Grade B: R460 086 per annum, OSD<br>Grade C: R518 769 per annum, OSD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Cedara Research Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma/Diploma (NQF Level 6) in Biochemistry or equivalent. Compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 3 years' post-qualification technical scientific experience in analytical laboratories. Knowledge: Occupational Health and Safety Act, Laboratory Quality Control, Analytical instrument calibration, Statistical analysis, ISO 17025 Labour Relations Act, Public Service Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, EPMDS. Skills: Technical: Programme and project management, scientific methodologies, research and development, computer-aided scientific applications, analytical skills and data analysis, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgement, data analysis, mentorship. Generic: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, networking, people management, planning and organizing, conflict management, problem solving and analysis. |
| <b><u>DUTIES</u></b>       | : | Develop and implement methodologies, policies, systems and procedures.<br>Perform technical scientific analysis and regulatory functions. Provide technical support and advice. Research and development. Human capital development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr. NJ Tembe Tel No: (033) 343 8032                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/182</u></b>  | : | <b><u>TECHNICIAN GRADE A/B/C (FEED LABORATORY - ANALYTICAL SERVICES) REF NO: SSC43/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>SALARY</u></b>       | : | Grade A: R407 337 per annum, OSD<br>Grade B: R460 086 per annum, OSD<br>Grade C: R518 769 per annum, OSD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Cedara Research Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An NQF Level 06 Diploma in Chemistry or Analytical Chemistry or equivalent. Compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification technical experience in analytical laboratories. Knowledge: Occupational Health and Safety Act, Laboratory Quality Control, Analytical instrument calibration, Statistical analysis, ISO 17025 Labour Relations Act, Public Service Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, EPMDS. Skills: Technical: Programme and project management, scientific methodologies, research and development, computer-aided scientific applications, analytical skills and data analysis, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgement, data analysis, mentorship. Generic: Decision making, team leadership, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, networking, people management, planning and organizing, conflict management, problem solving and analysis.                                        |
| <b><u>DUTIES</u></b>       | : | Develop and implement methodologies, policies, systems and procedures. Perform technical scientific analysis and regulatory functions. Provide technical support and advice. Research and development. Human capital development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr. NJ Tembe Tel No: (033) 343 8032                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/183</u></b>  | : | <b><u>SCIENTIFIC TECHNICIAN GRADE A/B/C (SOIL LABORATORY - ANALYTICAL SERVICES) REF NO: SSC44/2026 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | Grade A: R407 337 per annum, OSD<br>Grade B: R460 086 per annum, OSD<br>Grade C: R518 769 per annum, OSD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Cedara Research Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An NQF Level 06 Diploma in Chemistry or Analytical Chemistry or equivalent. Compulsory registration with SACNASP as a Certificated Natural Scientist in the field of Agricultural Science and a valid driver's licence. Experience: 3 years' post qualification technical experience in analytical laboratory/ies. Knowledge: Occupational Health and Safety Act, Laboratory Quality Control, Analytical instrument calibration, Statistical analysis, ISO 17025 Labour Relations Act, Public Service Act, Public Service Regulations, Directive on Human Resources Management and Development for Public Service Professionalisation, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, EPMDS. Skills: Technical: Programme and project management, scientific methodologies, research and development, computer-aided scientific applications, analytical skills and data analysis, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgement, data analysis, mentorship. Generic: Decision making, team leadership, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, networking, people management, planning and organizing, conflict management, problem solving and analysis. |
| <b><u>DUTIES</u></b>       | : | Develop and implement methodologies, policies, systems and procedures. Perform technical scientific analysis and regulatory functions. Provide technical support and advice. Research and development. Human capital development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr. NJ Tembe Tel No: (033) 343 8032                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/184</u></b>  | : | <b><u>CANDIDATE ENGINEERING TECHNICIAN REF NO: SSC45/2026 (X3 POSTS)</u></b><br>(3-Year Fixed Term Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R352 299 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Head Office - Cedara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 06 qualification in Agricultural Engineering or Civil Engineering. Compulsory registration with ECSA as a Candidate Engineering Technician and a valid driver's licence. Experience: No experience required. Knowledge:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                            |   | Knowledge Of legal compliance, engineering norms and standards, technical design and analysis, computer-aided engineering applications. Skills: TECHNICAL: project management, technical design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing. GENERIC: Problem solving and analysis, decision making, teamwork, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, change management.                                               |
| <b><u>DUTIES</u></b>       | : | Render technical services to the District. Provide technical assistance in the implementation of projects. Provide technical advice and guidance. Research and development. Perform administrative and related functions.                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms SE Ndelela Tel No: (033) 343 8024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 37/185</u></b>  | : | <b><u>CANDIDATE SCIENTIFIC TECHNICIAN: AGRICULTURAL CROP RESEARCH SERVICES REF NO: SSC46/2026</u></b><br>(3-Year Fixed Term Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R352 299 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Cedara Research Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 6 Diploma in Plant or Crop Production. Compulsory registration with SACNASP as a Candidate Certificated Natural Scientist and a valid driver's licence. Experience: No experience required. Knowledge: Scientific methodologies, research and development, knowledge of legal compliance. Skills: Computer-aided scientific applications, technical report writing, Decision making, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis. |
| <b><u>DUTIES</u></b>       | : | Assist in the implementation of methodologies, policies, systems and procedures. Provide technical support and recommendations/advice. Assist in development of databases, data management and subsequent analysis. Conduct research and development. Assist with administrative and related functions.                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Ms H. Mthembu at 076 941 4285                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 37/186</u></b>  | : | <b><u>CANDIDATE SCIENTIFIC TECHNICIAN: AGRICULTURAL LIVESTOCK RESEARCH SERVICES REF NO: SSC47/2026</u></b><br>(3-Year Fixed Term Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R352 299 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Cedara Research Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 6 Diploma in Animal Production. Compulsory registration with SACNASP as a Candidate Certificated Natural Scientist and a valid driver's licence. Experience: No experience required. Knowledge: Scientific methodologies, research and development, knowledge of legal compliance. Skills: Computer-aided scientific applications, technical report writing, Decision making, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis.        |
| <b><u>DUTIES</u></b>       | : | Assist in the implementation of methodologies, policies, systems and procedures. Provide technical support and recommendations/advice. Assist in development of databases, data management and subsequent analysis. Conduct research and development. Assist with administrative and related functions.                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Magawana Tel No: (033) 355 9258                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 37/187</u></b>  | : | <b><u>CANDIDATE SCIENTIFIC TECHNICIAN: AGRICULTURAL RESOURCE MANAGEMENT REF NO: SSC48/2026</u></b><br>(3-Year Fixed Term Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R352 299 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Cedara Research Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 6 Diploma Plant or Crop Production. Compulsory registration with SACNASP as a Candidate Certificated Natural Scientist and a valid driver's licence. Experience: No experience required. Knowledge: Scientific methodologies, research and development, knowledge of legal compliance. Skills: Computer-aided scientific applications, technical report writing, Decision making, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis.    |

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| <b><u>DUTIES</u></b>         | : | Assist in the implementation of methodologies, policies, systems and procedures. Provide technical support and recommendations/advice. Assist in development of databases, data management and subsequent analysis. Conduct research and development. Assist with administrative and related functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>      | : | Mrs NZQ Pakkies Tel No: (033) 3559148                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 37/188</u></b>    | : | <b><u>PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: SSC49/2026 (X7 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY CENTRES</u></b> | : | R338 106 per annum (Level 07)<br>North Service Centre – Richards Bay (X3 Posts)<br>South Service Centre – Hilton (X4 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>   | : | An NQF level 06 qualification in Human Resources Management / Public Administration/ a relevant qualification, relevant PERSAL Management/ Administration courses and a valid driver's licence. Experience: No experience required. Knowledge: RSA Constitution, Public Service Act, Public Administration Management Act, Public Service Regulations, DPSA Directive on Human Resources Management and Development for Public Service Professionalisation, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Employee Performance and Management System (EPMDS), Basic Conditions of Employment Act, Treasury Regulations, Departmental/Provincial HRM Policies, PERSAL system. Skills: Communication, interpersonal relations, computer, time management, report writing, problem solving, conflict management, change management, project planning, presentation, creative, innovative, organising, analytical, policy development, analysis and interpretation, facilitation and presentation, influencing, self-disciplined and self-driven with the ability to work under pressure with minimum supervision.                                                                                                                                                                      |
| <b><u>DUTIES</u></b>         | : | Provide administrative support and guidance on the advertised posts to ensure compliance. Facilitate the recruitment and selection processes. Provide salary administration services. Provide inputs into policies, procedures and plans. Provide workshops on Human Resources Administration related policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>      | : | Mrs ML Oram Tel No: (033) 343 8377                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/189</u></b>    | : | <b><u>HUMAN RESOURCE OFFICER SUPERVISOR: RECRUITMENT, SELECTION AND SALARY ADMINISTRATION REF NO: NSC13/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY CENTRE</u></b>  | : | R338 106 per annum (Level 07)<br>North Service Centre – Richards Bay (X1 Post)<br>South Service Centre – Hilton (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b>   | : | A Senior / National Senior Certificate (Matric) and relevant PERSAL Management/Administration courses and a valid driver's licence. Experience: 3 years' experience in a Recruitment and Salary Administration environment. Knowledge: Public Service Act, Public Administration Management Act, Public Service Regulations, DPSA Directive on Human Resources Management and Development for Public Service Professionalisation, relevant PERSAL functions and procedures, relevant Departmental, Provincial and National HR Policies and Procedures, relevant DPSA Directives, relevant Bargaining Chamber Resolutions, Employee, Performance and Management System (EPMDS), Basic Conditions of Employment Act, Labour Relations Act, Whitepaper on Transformation of the Public Service, SMS Handbook, Guide for Members of the Executive (Ministerial Handbook). Skills: Communication, leadership and supervisory, conflict management, planning and organizing, analytical thinking, problem solving, creativity, decision making, innovation, computer, facilitation and presentation, interpersonal relations, time management, report writing, project planning, policy analysis and interpretation, self-disciplined and self-driven with the ability to work under pressure with minimum supervision. |
| <b><u>DUTIES</u></b>         | : | Supervise and coordinate the provision of recruitment and selection services. Supervise and coordinate HR Provisioning services. Administer the provision of salary administration services. Provide inputs into policies, procedures and plans. Supervise resources of the Section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>      | : | Mrs CL Zulu Tel No: (035) 780 6701                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/190</u></b>    | : | <b><u>HUMAN RESOURCE OFFICER: RECRUITMENT, SELECTION AND SALARY ADMINISTRATION REF NO: NSC14/2026 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | North Service Centre – Richards Bay (X2 Posts)<br>South Service Centre – Hilton (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | A Senior/National Senior Certificate (Matric) and a valid driver's licence. Experience: No experience required. Knowledge: Public Service Act, Public Administration Management Act, Public Service Regulations, DPSA Directive on Human Resources Management and Development for Public Service Professionalisation, relevant PERSAL functions and procedures, relevant Departmental, Provincial and National HR Policies and Procedures, relevant DPSA Directives, relevant Bargaining Chamber Resolutions, Employee, Performance and Management System (EPMDS), Basic Conditions of Employment Act, Labour Relations Act, Whitepaper on Transformation of the Public Service, SMS Handbook, Guide for Members of the Executive (Ministerial Handbook). Skills: Communication, planning and organizing, presentation, interpersonal relations, report writing, problem solving, conflict management, innovation and creativity, decision making, computer, time management, policy analysis and interpretation. |
| <b><u>DUTIES</u></b>       | : | Provide recruitment and selection support. Provide implementation of appointment processes. Provide HR Provisioning Services. Provide salary administration services. Perform administrative and related duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Mrs CL Zulu Tel No: (035) 780 6701                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

#### **DEPARTMENT OF HEALTH**

***“This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.”***

#### **OTHER POSTS**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b><u>POST 37/191</u></b>  | : | <b><u>MEDICAL MANAGER: MEDICAL SERVICES (NON-CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER</u></b><br>Cluster: District Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R1 479 723 per annum, (an all-inclusive MMS salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Hlengisizwe Community Health Care Ref No: G62/2025<br>Pomeroy Community Health Care Ref No: G63/2025<br>Pholela Community Health Care Ref No: G64/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | MBCHB qualification. Plus, Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Plus, A minimum of five 5) years' experience in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. |
| <b><u>DUTIES</u></b>       | : | Job Purpose: Manage the day - to- day functioning of the Community Health Centre to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide effective leadership to motivate staff and promote teamwork. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure                                                                                                                                                                                                              |

**ENQUIRIES  
APPLICATIONS**

effective systems management in support of clinical services i.e. (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard).

Mr. J Mndebele Tel No: (033) 395 3274

All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [Headoffice.Jobapplication@kznhealth.gov.za](mailto:Headoffice.Jobapplication@kznhealth.gov.za). Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION  
NOTE**

Miss N.S Buthelezi Tel No: (033) 395 2896

We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.) Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

**CLOSING DATE**

30 October 2026

**POST 37/192**

**MEDICAL SPECIALIST: PAEDIATRIC PULMONOLOGY REF NO: MED SPEC PAEDSPULM/1/2026 (X1 POST)**

Department: Paediatric Medical Department (Pulmonology)

**SALARY**

Grade 1: R1 395 528 per annum, all-inclusive salary package, (excluding commuted overtime).

Grade 2: R1 592 274 per annum, all-inclusive salary package, (excluding commuted overtime).

Grade 3: R1 844 151 per annum, all-inclusive salary package, (excluding commuted overtime).

**CENTRE  
REQUIREMENTS**

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MB; ChB; Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa (HPCSA). Additional Qualification Registration in the Sub-specialist of Paediatric pulmonology Experience: **Grade 1** No Experience required. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, training and Competencies required: Broad

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|                            |   | knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of Paediatric pulmonology. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioural attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Undertake ward rounds in the paediatric pulmonology, high care unit and intensive care unit. Bronchoscopy, lung function testing analysis, evaluation of advanced pulmonology investigations, skills related to insertion of invasive monitoring devices and treatment in critically ill children. Consultation for referrals of children with acute and chronic respiratory disorders. Perform after hours calls in the pulmonology and paediatric ICU/HCU. Training of fellows in subspecialty training. Teaching of undergraduate medical students. Training post graduate students (registrars/medical officer) in child health. Expected to undertake outreach at tertiary/regional hospitals. Community engagement. Involved in clinical governance and quality improvement plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Dr E Hoosen Tel No: (031) 240 1476                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to <a href="mailto:applications@ialch.co.za">applications@ialch.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. An Application for Employment Form (Current Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 37/193</u></b>  | : | <b><u>MEDICAL SPECIALIST: NEPHROLOGY REF NO: MEDSPECNEPH/1/2026 (X1 POST)</u></b><br>Department: Nephrology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | Grade 1: R1 395 528 per annum, (all-inclusive Salary package), excluding commuted overtime<br>Grade 2: R1 592 274 per annum, (all-inclusive Salary package), excluding commuted overtime                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**CENTRE  
REQUIREMENTS**

Grade 3: R1 844 151 per annum, (all-inclusive Salary package), excluding commuted overtime

: IALCH and Durban functional region (DFR)  
: MBChB or equivalent, FCP (SA). Current Registration with HPCSA as a Specialist Physician. Registration Certificate as a Specialist Physician with the Health Professions Council of South Africa (HPCSA). Experience: **Grade 1:** No experience required. **Grade 2:** Five (5) years post registration experience as a Specialist Physician. **Grade 3:** Ten (10) years post registration experience as a Specialist Physician Knowledge, Skills, Training And Competency Required: Drivers License and own transport. Strong clinical knowledge in nephrology and internal medicine Competence in acute and chronic dialysis management Experience or interest in interventional nephrology procedures. Ability to teach and supervise registrars, medical officers, interns, students, nursing, and allied health staff. Good leadership, administrative, decision-making, and communication skills. Knowledge of clinical governance, quality improvement, and clinical audit processes. Experience in clinical research and academic activities. Sound understanding of medical ethics and professional practice.

**DUTIES**

: The successful candidate will function as a Specialist Physician undergoing advanced training and development in Nephrology within a central academic environment. Provision of comprehensive inpatient and outpatient nephrology care. Management of: general nephrology services, chronic peritoneal dialysis programmes, acute and chronic haemodialysis services, kidney transplant outpatient services, Participation in the management of haemodialysis services at: Inkosi Albert Luthuli Central Hospital (IALCH), DFR. Performance and development of procedural skills including: native and transplant kidney biopsies, vascular haemodialysis access procedures, percutaneous Tenckhoff catheter insertions. Supervision and support of junior medical staff, nursing staff, and allied healthcare professionals. Participation in departmental administrative, clinical governance, and operational activities. Active involvement in the academic and research programme of the Department of Nephrology. Participation in clinical audits, quality improvement initiatives, and service development projects. Contribution to undergraduate and postgraduate academic activities at the Nelson R Mandela School of Medicine, including: student teaching, registrar training, undergraduate and postgraduate examinations Participation in after-hours, overtime, and on-call duties in accordance with departmental service requirements.

**ENQUIRIES  
APPLICATIONS**

: Dr. SP Hariparshad Tel No: (031) 240 1258  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to [applications@ialch.co.za](mailto:applications@ialch.co.za)

**NOTE**

: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. An Application for Employment Form (Current Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

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| <b><u>CLOSING DATE</u></b>           | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/194</u></b>            | : | <b><u>MEDICAL SPECIALIST REF NO: NE01/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>                 | : | Grade 1: R1 395 528 – R1 479 723 per annum<br>Grade 2: R1 592 274 – R1 688 553 per annum<br>Grade 3: R1 844 151 – R2 301 186 per annum<br>(All-inclusive salary packages, which consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules). Other benefits: Rural allowance 18% of basic salary. Commuted Overtime - Conditions applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Newcastle Regional Hospital<br>Senior certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) an appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Obstetrics & Gynaecology. Registration with the HPCSA as a Medical Specialist in O&G. Current HPCSA registration 2026/2027.<br><b>Grade 1:</b> No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subjected to them submitting documentary evidence of registration with the HPCSA.<br><b>Grade 2:</b> In addition to the requirements for a Grade 1 specialist post, a minimum of five (05) years relevant experience after registration with the HPCSA as a Medical Specialist in O&G is required for appointment as a grade 2 specialist. <b>Grade 3:</b> In addition to the requirements for a Grade 1 specialist post, a minimum of ten (10) years relevant experience after registration with the HPCSA as a Medical Specialist in O&G is required for appointment as a grade 3 specialist. Knowledge, Skills, Training And Competencies Required: - Sound knowledge and experience in O&G. knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development. Sound knowledge of clinical procedures and protocols within the discipline. assessment and management of patients. |
| <b><u>DUTIES</u></b>                 | : | Strengthen and deliver Neonatal clinical services in the department of Obstetrics &Gynaecology at Newcastle Regional Hospital. Assist with the O&G services coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation and regular reporting on key indicators related to O&G burden of disease. Actively participate in the academic under-end post-graduate O&G training program (including clinic teaching). Perform and supervise O&G operational research activities in the Speciality Department. Perform overtime as required in the Speciality Department. Participate in the academic and teaching programme and meetings in the O&G department. Participate in the multi-disciplinary team discussions in the unit. Responsibility for care of patients in the out-patient and in-patient setting. Provide outreach to PCH's, CHC's and District Hospitals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Dr. JJN Duze – Senior Manager: Medical Services Tel No: (034) 328 0000<br>All applications should be posted to: The Recruitment Officer, Newcastle Regional Hospital, Private Bag X6653, Newcastle, 2940 OR can be done on S'thesha Waya-Waya website. Applications: can also be emailed to <a href="mailto:Thembalami.Zwane@kznhealth.gov.za">Thembalami.Zwane@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>                   | : | This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. NE01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

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| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/195</u></b>  | : | <b><u>CHIEF EXECUTIVE OFFICER: VARIOUS CENTRES</u></b><br>District Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 101 468 per annum (Level 12), (an all-inclusive MMS salary package of salary)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Greytown Hospital Ref No: G56/2025<br>Osindisweni Hospital Ref No: G57/2025<br>Mahatma Gandhi Memorial Hospital Ref No: G58/2025<br>Charles Jonhson Memorial Hospital Ref No: G59/2025<br>Mbongolwane Hospital Ref No. G60/2025<br>Vryheid Hospital Ref No: G61/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | A Degree/Advanced Diploma in a health related field, registration with relevant professional council; Plus, A degree/diploma in health management OR a Degree/Advanced Diploma in a Management field. Plus, At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). Operational Manager and Clinical Programme Co-ordinator with five (5) years' experience as Operational Manager and Clinical Programme Co-ordinator respectively may apply. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge, Skills, Training And Competencies Required: Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation |

including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Implement good governance, transparency, and accountability practices. Drive the hospital and its catchment clinics towards achieving and sustaining a clean audit. Responsible for providing strategic leadership and overall management of all health services within the hospital and its catchment area, ensuring the delivery of high-quality, equitable, and patient-centred care across the facility and associated clinics, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Drive and implement innovative strategies that advance progress towards Universal Health Coverage (UHC) in alignment with the National Health Insurance (NHI) framework. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Ensure hospital and catchment clinics on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. J Mndebele Tel No: (033) 395 3274  
:  
: All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [Headoffice.Jobapplication@kznhealth.gov.za](mailto:Headoffice.Jobapplication@kznhealth.gov.za). Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION**  
**NOTE**

: Miss N.S Buthelezi Tel No: (033) 395 2896  
:  
: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider

your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.)

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| <b><u>CLOSING DATE</u></b>  | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/196</u></b>   | : | <b><u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: NE 06/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>        | : | R932 292 – R1 098 195 per annum (Level 11), all-inclusive salary package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>        | : | Newcastle Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | Matric / Senior certificate Plus, Degree / National Diploma in Public Management / Public Administration / Health Service Management. 3 years managerial experience at Assistant Director level in the Facilities Management. A valid drivers' License. Computer Literacy. Knowledge, Skills and Competencies required: Knowledge of Public Service Act, Labour Relations Act, Public Service Regulations, National Health Act, Skills Development Act, Employment Equity Act. People management, financial management, Planning and organizing. Time management. Leadership, Organizational, decision making and problem-solving abilities. Financial and budgetary knowledge. Human Resource Management and Communication skills. Self-discipline and ability to work under pressure with minimum supervision. Independent, Patience, Commitment, Trustworthiness, Honesty, Accountability, Commitment to excellence, Continuous learning, Amenable to change, Cultural awareness and Project Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>        | : | Ensure effective co-ordination, management and quality of work all the functional components of the systems department within the Hospital i.e. Cleaning, Portering, Linen management, Mortuary, Transport, Messengers, Registry, Food Service, accommodation, Safety & Security, IT and Patient Administration. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Manage Contracts of all out-sourced services provided by private companies to ensure compliance with service level agreement. Ensure that risk management, safety programs and Ideal Hospital Norms and Standards requirements are adhered to by all staff. Ensure the effective, efficient and economical management of allocated resources of the Division. Ensure that staff wear proper PPE and Uniform in line with KZN Health Uniform code. Develop policies and strategies aimed at improving service delivery. Perform regular walk abouts in the institution. Present reports at management meetings about the state of the institution. Ensure the effective, efficient and economical management of allocated resources of the Division. Ensure utilities and critical systems reliability with zero downtime for life support systems e.g generators, medical, gases, HVAC, water and sewer boilers. Ensure delivery of services within budget, PFMA, Treasury Regulations and improve efficiency. Compile leave plan and update leave registers. Implement performance management and development system for staff support clinical services to deliver patient care. Ensure adherence to health, safety standards and safe environment for patients, staff and visitors. Actively support the implementation of revenue enhancement strategy. Provide facilities leadership to support planning, implementation and maintenance of infrastructure in line with operational requirements. Liaise with internal and external stakeholders. Enforce disciplinary code and procedure. Ensure compliance to quality standards. |
| <b><u>ENQUIRIES</u></b>     | : | Mrs. T.T. Vilakazi – Chief Executive Officer Tel No: (034) 328 0000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b>  | : | All applications can be submitted through hand delivery /courier to: The HR Recruitment Office or emailed to: <a href="mailto:Thembalami.Zwane@kznhealth.gov.za">Thembalami.Zwane@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>FOR ATTENTION</u></b> | : | The Recruitment Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>          | : | This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. NE01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

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| <b><u>CLOSING DATE</u></b>           | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/197</u></b>            | : | <b><u>MEDICAL SPECIALIST: TRAUMA AND BURNS (5/8TH POST) REF NO: MEDSPECT&amp;B/1/2026 (X1 POST)</u></b><br>Department: Trauma and Burns Nature of Appointment: 5/8th                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>                 | : | Grade 1: R872 205 per annum, all-inclusive salary package, (excluding commuted overtime).<br>Grade 2: R995 172 per annum, all-inclusive salary package, (excluding commuted overtime).<br>Grade 3: R1 152 594 per annum, all-inclusive salary package, (excluding commuted overtime).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Inkosi Albert Luthuli Central Hospital<br>MBChB or equivalent; Applicants must be in possession of an appropriate higher surgical qualification (FCS(SA) and/or MMed Surg) and currently registered with the Health Professions Council of South Africa as a Trauma Surgeon. Registration Certificate as a Specialist Trauma Surgeon. Additional Qualifications: eFAST course, MIMMS and, or ACLS/PALS. DSTC or Burns experience. Cert Trauma (SA) sub-specialist training complete. Preference will be given to applicants who have completed the Cert Trauma (SA) sub-specialist exam. Experience: <b>Grade 1:</b> Experience Not applicable requires the Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. <b>Grade 2</b> requires appropriate qualification, specialist registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. <b>Grade 3</b> requires appropriate qualification, specialist registration certificate, plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. |
| <b><u>DUTIES</u></b>                 | : | Participation in the clinical trauma and burns services: inter disciplinary in-house coordination of the management of the patients: supervision of the surgical trainees rotating through the trauma and transplant units: ensuring the highest standards of clinical, professional, and ethical behaviour: assist in teaching of undergraduate medical students, postgraduate surgical trainees: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention and transplant community awareness. Physical presence on arrival of scene calls and unstable cases expected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Dr T C Hardcastle Tel No: (031) 240 1000, ext 2389 or speed dial 6195<br>All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to <a href="mailto:applications@ialch.co.za">applications@ialch.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>                   | : | All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. An Application for Employment Form (Current Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

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| <b><u>CLOSING DATE</u></b>        | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/198</u></b>         | : | <b><u>MEDICAL SPECIALIST SESSIONS REF NO: MEDSPEC SESS CARD/1/2026 (X1 POST)</u></b><br>Department: Cardiology<br>No of Sessions Per Week: 10hrs per person (each session is equivalent to 1 hour)<br>Nature of Appointment: Sessional – not exceeding 12 months - subject to annual review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>              | : | Grade 1: R697 840 per annum<br>Grade 2: R796 640 per annum<br>Grade 3: R922 480 per annum<br>Hourly Rate Per Session/ (Notch Per Annum)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | IALCH<br>Degree in Medicine (MBCHB) and Specialist registration in Internal Medicine. registration certificate with the Health Professionals Council (HPCSA) as a Medical Specialist in Internal Medicine. Additional Qualification Sub-specialist in Cardiology. Experience – <b>Grade 1:</b> The appointment to grade 1 requires appropriate qualifications and a registration certificate with the HPCSA as a Medical Specialist. <b>Grade 2:</b> The appointment to grade 2 requires appropriate qualifications and a registration certificate with the HPCSA as a Medical Specialist plus five (5) years' experience after registration with the HPCSA as a Medical Specialist. <b>Grade 3:</b> The appointment to grade 3 requires appropriate qualifications and a registration certificate plus ten (10) years' experience after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competences Required: Sound clinical knowledge, skills and experience in Cardiology. Competence in the clinical evaluation, interpretation of special investigations and management within the sub-specialty. Good human relations, communication, leadership and team building skills. Computer literacy plus sound negotiation, planning, organizational, decision-making and conflict management skills. Ability to teach undergraduate and post-graduate students and participate in research and continuing professional development. Maintain good clinical, professional and ethical standards in the unit. |
| <b><u>DUTIES</u></b>              | : | The incumbents of the posts are to assist the Head Clinical Unit in the following areas: Developing and managing the designated sub-specialty services for the region. Ensure the efficient and effective provision of in- and out-patient services. Formulate policies and procedures for clinical services as required, and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all medical staff under their supervision. Assist with quality improvement imperatives, including clinical audits, morbidity and mortality reporting, and reviewing clinical documentation and clinical governance procedures. Ensure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                     |   | that cost-effective service delivery is maintained within the unit. Manage and direct performance and EPMDS of junior staff within the unit as required. Actively participate in the academic programme for the training of sub-specialist fellows. Clinical teaching, examination and administration of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses and supervise registrar research. Partake in outreach programmes of the unit. After-hours participation in the call roster. Assist with additional duties as delegated by the Head Clinical Unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>ENQUIRIES</b>    | : | Prof S Khan at 082 5647477                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>APPLICATIONS</b> | : | All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to <a href="mailto:applications@ialch.co.za">applications@ialch.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>NOTE</b>         | : | All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. An Application for Employment Form (Current Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. |
| <b>CLOSING DATE</b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>POST 37/199</b>  | : | <b><u>MEDICAL SPECIALIST SESSIONS: ENDOCRINE REF NO: MEDSPEC SESS ENDOC/1/2026 (X1 POST)</u></b><br>Department: Endocrinology<br>No of Sessions Per Week: 8hrs (each session is equivalent to 1 hour)<br>Nature of Appointment: Sessional – not exceeding 12 months - subject to annual review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SALARY</b>       | : | Grade 1: R697 840 per annum<br>Grade 2: R796 640 per annum<br>Grade 3: R922 480 per annum<br>Hourly Rate Per Session/ (Notch Per Annum)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>CENTRE</b>       | : | Hospital: Inkosi Albert Luthuli Central Hospital (IALCH)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>REQUIREMENTS</b> | : | MBCHB Degree; Current registration with Health Professions Council of South Africa as a Medical Specialist including both FCP(SA), or equivalent. Additional Qualification Sub-specialist in endocrinology Knowledge, Skills, Training And Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all medical emergencies, especially acute hypoadrenalism, diabetic ketoacidosis and hyperosmolar hyperglycaemia. Knowledge of ethical medical practice. Ability to assess, diagnose and manage patients in medicine and endocrinology.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b><u>DUTIES</u></b>       | : | Provide specialist endocrine outpatient services, including assessment and management of new and follow-up patients with diabetes mellitus, dyslipidaemia, thyroid disorders, pituitary/adrenal conditions, parathyroid disorders, osteoporosis, other metabolic bone diseases, disorders of sex development and other endocrine and metabolic diseases. Provide teaching and case-based supervision to medical officers and registrars attached to the Department of Medicine, on rotation in the Department of Endocrinology as well as teaching and supervision of sub-specialist trainees in Endocrinology. Inter-departmental consultation with other disciplines at IALCH, regarding patient care. Collection of departmental statistics and assistance with clinical audits, as directed by the HOD / HCU. Bi-annual review of performance according to the EPMDS agreements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Dr. FJ Pirie Tel No: (031) 240 1292                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to <a href="mailto:applications@ialch.co.za">applications@ialch.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. An Application for Employment Form (Current Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 37/200</u></b>  | : | <b><u>CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: NE04/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | Grade 1: R571 161 – R654 285 per annum. 13th cheque, Plus Medical Aid (Optional), 8% inhospitable allowance, Plus Housing Allowance (Employee must meet prescribed condition)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Newcastle Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Matric/ Senior Certificate PLUS. Bachelor's Degree / National Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A minimum of 07 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Current registration with the SANC as a Professional nurse and Midwife (2026). Grade 1: 07 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate an in-depth understanding in nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Demonstrate the basic understanding of HR and Financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of norms and standards and Provincial Quality Initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter). Understanding of OHSC guidelines and requirements.

**DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Performance quality improvement audits and survey monthly, quarterly and when required to report senior management. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of standards compliance and provincial initiatives clinical governance, ideal hospital, ideal clinic etc. Monitor patient safety incidents and complains and report accordingly. Report on annual returns and early warning system to office of Health Standards Compliance. Coordinate quality improvement initiatives at the institutions. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and patients experience of care. Provide advice on various aspects of quality care to the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g norms and standards for the District Hospitals package of care. Identify facilitate and co-ordinate all QIP'S. Manage the accreditation programme for the institution.

**ENQUIRIES** : Mrs. P.N. Masondo Tel No: (034) 328 0000  
**APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Newcastle Regional Hospital, Private Bag X6653, Newcastle, 2940 OR can be done on S'thesha Waya-Waya website. Applications: can also be emailed to [Thembalami.Zwane@kznhealth.gov.za](mailto:Thembalami.Zwane@kznhealth.gov.za)

**NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. NE01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE** : 30 October 2026

**POST 37/201** : **RADIATION ONCOLOGY RADIOGRAPHER (RADIOTHERAPIST) REF NO: RADRADIOONCO/1/2026 (X4 POSTS)**  
 Re-advert All those that have previously applied are eligible to re-apply.  
 Department: Radiation Oncology

**SALARY** : Grade 1: R510 906 per annum  
 Grade 2: R598 260 per annum

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|                            | Grade 3: R703 785 per annum<br>Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : eThekweni Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : Diploma or Bachelor degree in Radiography. Registration with HPCSA as Radiographer oncology, Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including and cialized techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : Undertake all basic radiation planning and treatment preparation including the tumor localization, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liaise with the Physicist, Oncologist, Oncology nurses, relatives and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : Ms. T. Hlengwa Tel No: (031) 2401857                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to <a href="mailto:applications@ialch.co.za">applications@ialch.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. An Application for Employment Form (Current Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, There will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. |
| <b><u>CLOSING DATE</u></b> | : 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>POST 37/202</u></b>         | : | <b><u>PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE (GRADE 1-2) REF NO: NE02/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>              | : | Grade 1: R495 423 – R581 931 per annum<br>Grade 2: R607 350 – R752 913 per annum<br>13th cheque, Plus Medical Aid (Optional), 8% inhospitable allowance, Plus Housing Allowance (Employee must meet prescribed condition)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Newcastle Regional Hospital<br>Senior certificate/ Grade 12. Diploma / Degree in General Nursing. Registration with the South African Nursing Council as a General Nurse and Midwifery. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing and Post Basic qualification in Operating Theatre Technique. <b>Grade 2:</b> A minimum of 4 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 years of the period must be experience in the specific speciality after obtaining the one year Post Basic qualification in Operating Theatre Technique. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks. Good verbal and written communication and report writing skills. Co-ordination and liaison skills. Decision making and problem-solving skills. Conflict management and negotiation skills. Ability to prioritize issues and other work-related matters and to comply with timeframes. Ability to understand challenges facing the public sector. Empathy and counselling skills and knowledge. Financial management skills and budgeting knowledge. Team building and supervisory skills. Be able to work under pressure and in a stressful environment. Be innovative and show interest in research processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>              | : | Provide comprehensive, quality nursing care to patients in a speciality unit in a cost-effective, equitable and efficient manner within the professional/legal framework and standards. Display concern for patients, promoting and advocating timeous, proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. (Batho Pele). Provide a safe, therapeutic and hygienic environment for colleagues, patients as laid down by the National, Provincial, Professional prescripts and Norms and Standards. Demonstrate effective communication with the patients, patient relatives, supervisors and other clinicians and assist in decision-making about health care delivery. Ensure clear and accurate record keeping of nursing documents. Provision of nursing care that leads to improved service delivery. Participate in the analysis, review and formulation and implementation of policies and procedures. To complete patient-related data and partake in research. Promote quality specialised nursing care as directed by the scope of practice and standards determined by the relevant speciality. Work as a team leader in the absence of the unit manager. To partake in overall specialised unit functions, i.e. team building, and conduct unit-specific audits. Effective and efficient management and utilisation of all resources. To honour rotation to provide and achieve optimum care to patients when allocated and per service delivery needs. To nurse all types of patients regardless of diagnosis and according to disease profile within the nursing directorate. Execute duties and functions with proficiency in support of the vision, mission and strategic objectives of the institution. Maintain professional growth / ethical standards and self-development. Provide emergency care for all life-threatening emergencies. Take charge of the unit during the absence of the Operational Manager in charge and manage the unit accordingly. To protect and advocate the rights of patients regarding health care. Conduct clinical audits and compile summary reports. Ensure accurate reliable statistics and reports are submitted timeously, including care of medical records. Maintain client satisfaction through quality service innovation and professionalism. Participate in the implementation of priority programs and strategies to reduce morbidity, mortality, and communicable and non-communicable diseases. Report and keep clear and accurate records on all procedures done and PSI's that occur in the unit. Prevent the occurrence of complaints and ensure such complaints are resolved at the immediate level of management. Maintain clinical competency by ensuring that the scientific principles of nursing care are maintained, and observing the principles of Infection Prevention and Control practices. Participate in the development of Quality Improvement Plans and ensure implementation of such. Maintain a professional and ethical nursing practice as well as an enabling environment for ethical practice. Provide direct and indirect |

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|                     |   | supervision of personnel in the unit on day and night duties. Monitor and evaluate the care and management of patients and ensure the maintenance of accurate and complete patient records. Overlook CSSD and Pack room sterility functions. Demonstrate effective and effective peri-operative care nursing. Be dynamic and flexible to be able cope with changes. Be able to work with multi-disciplinary team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ENQUIRIES</b>    | : | Mrs. N.R. Tshabalala Tel No: (034) 328 0000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>APPLICATIONS</b> | : | All applications should be posted to: The Recruitment Officer, Newcastle Regional Hospital, Private Bag X6653, Newcastle, 2940 OR can be done on S'thesha Waya-Waya website. Applications: can also be emailed to <a href="mailto:Thembalami.Zwane@kznhealth.gov.za">Thembalami.Zwane@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>NOTE</b>         | : | This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. NE01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. |
| <b>CLOSING DATE</b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POST 37/203</b>  | : | <b><u>PROFESSIONAL NURSE SPECIALTY PAEDIATRICS (GRADE 1-2) REF NO: NE03/2026 (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SALARY</b>       | : | Grade 1: R495 423 – R581 931 per annum<br>Grade 2: R607 350 – R752 913 per annum<br>13th cheque, Plus Medical Aid (Optional), 8% inhospitable allowance, Plus Housing Allowance (Employee must meet prescribed condition)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CENTRE</b>       | : | Newcastle Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>REQUIREMENTS</b> | : | Senior certificate/ Grade 12. Diploma / Degree in General Nursing. Registration with the South African Nursing Council as a General Nurse and Midwifery. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing and Post Basic qualification in Child Nursing Science. <b>Grade 2:</b> A minimum of 4 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 years of the period must be experience in the specific speciality after obtaining the one year Post Basic qualification in Child Nursing Science. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care process and procedures, and other legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem-solving skills. Conflict management and negotiation skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DUTIES</b>       | : | Provide comprehensive, quality nursing care to patients/ clients in a specialty unit in a cost effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan all and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

patient's needs, requirements and expectations (Batho Pele). Work as part of the multi-disciplinary team to ensure good nursing care. Demonstrate effective communication with the patient, patient's relatives, supervisors and other clinicians including report writing when required. Ensure compliance with National, Provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate, checked and in working order. Provide for safe, therapeutic and hygienic environment. Assist in orientation, induction and mentoring of all nursing personnel. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of patient and maintenance of accurate and complete patient's records. Provision of support to nursing services.

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| <b>ENQUIRIES</b>           | : | Mrs. N.R. Tshabalala Tel No: (034) 328 0000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>APPLICATIONS</b>        | : | All applications should be posted to: The Recruitment Officer, Newcastle Regional Hospital, Private Bag X6653, Newcastle, 2940 OR can be done on S'thesha Waya-Waya website. Applications: can also be emailed to <a href="mailto:Thembalami.Zwane@kznhealth.gov.za">Thembalami.Zwane@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>NOTE</b>                | : | This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. NE01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. |
| <b>CLOSING DATE</b>        | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POST 37/204</b>         | : | <b><u>LECTURER- (GRADE 1, GRADE 2) (NEPHROLOGY NURSING SCIENCE REF NO: GS 9/26)</u></b><br>Component: KwaZulu Natal College of Nursing - Grey's Campus<br>Re-advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SALARY</b>              | : | Grade 1: R495 423 per annum<br>Grade 2: R607 350 per annum<br>plus 13th cheque, medical aid (optional), Homeowners allowance (employee must meet the prescribed requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>CENTRE REQUIREMENTS</b> | : | Grey's Hospital- Pietermaritzburg<br>Senior Certificate/Grade 12 Plus A Diploma/Degree in General Nursing, Community, Psychiatric & Midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus A Post Basic Qualification in Nephrology Nursing Science registered with SANC Current Registration with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

the South African Nursing Council (SANC) 2026 Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) Or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post-basic qualification (in the case of grade 2 PND 2) NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources) The Employment Equity Target For This Post Is: African Male, Coloured Male, White Male, White Female Additional Information Required: Unendorsed valid Code EB driver's licence (code 08) Master's degree in Nursing Knowledge, Skills, Training And Competencies Required: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to co-ordination of Post Graduate Diploma in Nephrology Nursing. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nephrology Nursing training programme Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines. Proficiency in teaching and assessment of Post Graduate Diploma in Nephrology Nursing evaluation approaches. Possess good communication (written & verbal) and presentation skills.

#### **DUTIES**

: Provide education and training to student nurses. Coordinate clinical learning exposure of student nurses between campus and clinical areas. Support the mission and promote the image of the college. Implement assessment strategies to determine student nurses' competencies Exercise control over student nurses Participate in quality assurance programs Participate in policy analysis, development and implementation. Development and review of nursing curricula for Nephrology Nursing Implement the new nursing programs in line with SANC and CHE regulations Participates in the provisioning of continuous Professional Development activities at the Campus Participates in all government structures of the College.

#### **ENQUIRIES**

: Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 897 3508

#### **APPLICATIONS**

: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 OR Hand Delivered to: Greys Hospital, 201 Town Bush Road, Northern Park, Pietermaritzburg, 3201 or email applications to [khazimula.goba@kznhealth.gov.za](mailto:khazimula.goba@kznhealth.gov.za) or [malinee.chandul@kznhealth.gov.za](mailto:malinee.chandul@kznhealth.gov.za)

#### **FOR ATTENTION NOTE**

: Mrs M. Chandulal  
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants must utilise the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with Regulation 10 of the Public Service Regulations, 2016, and failure to do so will result in disqualification. Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise

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|                                   |   | to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CLOSING DATE</u></b>        | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/205</u></b>         | : | <b><u>PROFESSIONAL NURSE SPECIALTY REF NO: DPKISMH 25/2026 (X2 POSTS)</u></b><br>Component: Theatre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>              | : | Grade 1: R495 423 – R581 931 per annum<br>Grade 2: R607 350 – R752 913 per annum<br>Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribe requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Dr Pixley Ka Isaka Seme Memorial Hospital<br><b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 (fourteen) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 (ten) years of the period referred above must be appropriate/recognizable experience in the speciality after obtaining 1 (one) year post basic qualification in relevant speciality. Senior Certificate or equivalent. Degree/Diploma in General nursing. A relevant one (01) year Post Basic qualification in Operating Theatre Nursing Science. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2026). A minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills and critical thinking skills. Ability to work within the multidisciplinary team. Maintain Professional growth/ethical standard and self-development. Assist in reduction of complaints within the directorate. |
| <b><u>DUTIES</u></b>              | : | Effective management of patients, display a concern for patients, promoting and advocating. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>           | : | Mrs YYN Ngema: Assistant Manager Nursing – Dr PKISMH Tel No: (031) 530 1419                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b>        | : | To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: <a href="mailto:pixley.recruitment@kznhealth.gov.za">pixley.recruitment@kznhealth.gov.za</a> or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>FOR ATTENTION NOTE</u></b>  | : | Deputy Director: HRM<br>The Employment Equity Target for the posts above is an African Male. The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is                                                 |

subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

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| <b><u>CLOSING DATE</u></b>        | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/206</u></b>         | : | <b><u>DIAGNOSTIC RADIOGRAPHER (GRADE 1-3) REF NO: NE005/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>              | : | Grade 1: R413 121 – R472 359 per annum<br>Grade 2: R482 499 – R550 389 per annum<br>Grade 3: R564 822 – R683 808 per annum<br>Other Benefits: 13th cheque, Plus Medical Aid (Optional), 12% inhospitable allowance, Plus Housing Allowance (Employee must meet prescribed condition)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Newcastle Regional Hospital<br>Matric/ Senior Certificate Plus. National Diploma/ b Tech/ Degree in Diagnostic Radiography. Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer. Current registration as Radiographer (2026/2027). One (01) year experience as an independent practitioner Radiographer. Experience in Paediatrics, Neonatal and Obstetrics' & Gynaecology imaging or dual qualification in Diagnostic and Ultrasound will be an added advantage. <b>Grade 1:</b> Nil Experience after registration with HPCSA in respect of RSA qualified who have performed community services and the appropriate/recognizable experience in respect of foreign qualified not required to perform community service. <b>Grade 2:</b> minimum of 10 years appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA-qualified who have performed community service, and the appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of foreign-qualified not required to perform community service. <b>Grade 3:</b> minimum of 20 years with appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA-qualified who have performed community service, and 21 year appropriate/recognized experience after registration as a Radiographer with the HPCSA in respect of foreign-qualified not required to perform community service. Knowledge, Skills, Training and Competencies Required: In-depth understanding of paediatric anatomy, pathology and radiation risks. Ability to operate modern digital radiography systems, computer radiography and mobile units. Sound knowledge of radiation control and safety measures. Computer literacy. Knowledge of relevant health and safety Acts. Ability to communicate effectively and problem-solving skills. Good interpersonal skills to be able to perform in a multi-disciplinary team setting. Ability to perform basic quality assurance tests. Ability to work under pressure in a high-volume public health environment. |
| <b><u>DUTIES</u></b>              | : | Provide high-quality diagnostic imaging i.e. perform highly specialized paediatric and obstetric radiographic procedures, including neonatal chest X-Rays, mobile/ bedside imaging in the NICU/ PICU and theatre imaging. Maintain strict radiation protection standards. Participate in quality assurance and equipment maintenance. Participate in image quality audits to eliminate repeat exposures. Promote good health practice and ensure optimal care of patients. To perform reception, clerical duties as required. Ensure the safety of paediatric patients, pregnant mothers accompanying custodians and health care staff. Identify and escalate suspected physical abuse in compliance with Child Protection legislation. Able to use compassionate communication, distraction techniques and appropriate immobilisation strategies to manage uncooperative and anxious minors. Educate parents on the risks and benefits of radiation. Implement infection prevention and health & safety protocols. To comply with and promote Batho Pele principals. Ensure compliance with the Ideal Hospital Framework and OHSC (Office of Health Standards Compliance). Participate in 24/7 shift rosters, standby duties, and after-hours emergency cover. Participate in implementation of departmental and institutional quality improvement plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>           | : | Mrs. N. Mbatha – Assistant Director: Radiographer Tel No: (034) 328 0000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b><u>APPLICATIONS</u></b>        | : | All applications should be posted to: The Recruitment Officer, Newcastle Regional Hospital, Private Bag X6653, Newcastle, 2940 OR can be done on S'thesha Waya-Waya website. Applications: can also be emailed to <a href="mailto:Thembalami.Zwane@kznhealth.gov.za">Thembalami.Zwane@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>                | : | This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. NE01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. |
| <b><u>CLOSING DATE</u></b>        | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/207</u></b>         | : | <b><u>PARAMEDIC GRADE 1,2,3 &amp;4 REF NO: EMSUTK 02 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>              | : | Grade 1: R334 227 per annum<br>Grade 2: R413 199 per annum<br>Grade 3: R506 496 per annum<br>Grade 4: R593 079 per annum<br>Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | EMS Uthukela District – Estcourt Base                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                   | : | <b>Grade 1:</b> CCA qualification plus Registration with HPCSA as a Paramedic plus. Current registration with HPCSA. Valid driver's license code C1(code 10) with PRDP (GP). <b>Grade 2:</b> CCA qualification plus Registration with HPCSA as a Paramedic. A minimum of 7 years' experience after registration with HPCSA as a Paramedic (CCA) plus. Current registration with HPCSA (card). Valid driver's license code C1 (code 10) with PRDP (GP) Or National Diploma in Emergency Medical Care. Registration with HPCSA as a Paramedic with National Diploma. Current registration with HPCSA (card). Valid driver's license code C1 (code 10) with PRDP (GP) <b>Grade 3:</b> CCA qualification. Registration with HPCSA as a paramedic. A minimum of 14 years' experience after registration with HPCSA as a Paramedic (CCA). Current registration with HPCSA (Card). Valid driver's license code C1(code 10) with PRDP (GP) Or National Diploma in Emergency Medical Care. Registration with HPCSA as a Paramedic. A minimum of 7 years' experience after registration with PHCSA as a Paramedic with National Diploma plus. Current registration with HPCSA (card). Valid driver's license code C1(code10) with PRDP (GP) or B Tech Degree in Emergency Medical. Registration with HPCSA as an ECP. Current registration with HPCSA (card). Valid driver's license code C1 (code 10) with PRDP(GP) <b>Grade 4:</b> CCA qualification. Registration with HPCSA as a Paramedic. A minimum of 24 years' experience after registration with HPCSA as a Paramedic (CCA). Current registration with HPCSA (card). Valid driver's license code C1(code 10) with PRDP or National Diploma in Emergency Medical Care. Registration with HPCSA as a Paramedic plus. A minimum of 17 years' experience after registration with HPCSA as a Paramedic with National Diploma. Current registration with HPCSA (card). Valid driver's license code C1 (code 10) with PRDP Or B Tech Degree in Emergency Medical Care. Registration with                                                                      |

HPCSA as a ECP. A minimum of 10 years' experience after registration with HPCSA as an ECP. Current registration with HPCSA (card). Valid driver's license code C1 (code 10) with PRDP (GP) Knowledge, Skills, Training And Competencies Required: The incumbents of these posts will report to the EMS shift leader: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of CCA/ National Diploma in Emergency Medical Care/ B Tech Degree in Emergency Medical Care and transport patients to an and transport patients to an appropriate health facility in order to minimise the loss of lives. The ideal candidate must have a Knowledge of Advanced Life Support HPCSA protocols. Knowledge of EMS protocols. Knowledge and understanding of EMS Standard Operating Procedures. Understanding of EMS work under pressure. Patience, tolerance, empathy and cross-cultural awareness. Interpersonal sensitivity. Code of conduct.

#### **DUTIES**

: Provide Advanced Life Support and Advanced Medical Services for the District and Sub-District. Respond to emergency calls in the district. Assist with community awareness programmes within the district. Conduct the treatments of Hepatitis B programme of staff and monitor the progress thereof. Lecture patient management and demonstrate use of equipment to the internal operational staff, other health sector staff and public: participate in practical exercise. Assist Emergency Care Officer's with Emergency calls (red codes) and critical patients. Actively participate in quality assurance projects. Control, issue and check drugs, record issues in register and submit registers. Wash, clean and disinfect the interior and exterior of the vehicles, equipment and maintain unit in a good working order. Conduct Proper Shift handover. Report discrepancies on equipment, motor vehicles, services and make recommendations to the Shift Leader. Maintain accurate and reliable records. Abide by all standard operating procedures.

#### **ENQUIRIES APPLICATIONS**

: Mr.ET Kubheka Tel No: (036) 6384816  
: All applications should be forwarded to: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 OR Hand Deliver to: 32 Lyell Street, Ladysmith, 3370 or email your application: UthukelaDistrict.HRJobapplication@kznhealth.gov.za and apply on Siyathesha waya waya Eservices.

#### **FOR ATTENTION NOTE**

: Assistant Director: HRM  
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Provincial Administration: KwaZulu Natal Department of Health This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

#### **CLOSING DATE**

: 30 October 2026



**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

*It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.*

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| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted online through the Provincial e-Recruitment Portal at <a href="https://erecruitment.mpg.gov.za">https://erecruitment.mpg.gov.za</a> . Applicants are required to register and create a profile on the system before submitting their applications. A comprehensive, recently updated Curriculum Vitae (CV) including three (3) contactable references and all mandatory documents must be uploaded on the portal to apply for these opportunities. No manual, emailed or faxed applications will be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026 @ 16h00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The question related to conditions that prevents re-appointment under Part F – "applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment, as their prior employment can be verified". It will be expected of the shortlisted candidate(s) to be available for interview process on a date, time and place as determined by the Department. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The top 2 candidates will be subjected to personnel suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . Candidates must provide proof of successful completion of the course prior to appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. |

**MANAGEMENT ECHELON**

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| <b><u>POST 37/208</u></b>  | : | <b><u>DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT 2026/27/22</u></b>                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum (Level 13), total cost to employer that consists of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs                                                          |
| <b><u>CENTRE</u></b>       | : | Head Office: Mbombela                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelor's Degree in Economics at NQF Level 7 as recognised by SAQA. A Post Graduate Degree in Economics will serve as an added advantage. A minimum of five (5) years' at Middle/Senior Managerial level experience focusing on Economic Analysis, Economic Modelling, |

Economic Research. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment. A valid driver's licence. The successful candidate must have: A rigorous and in-depth knowledge of Economic Analysis, Applied Statistics, and Econometrics, data management, and strategies in the public sector. Knowledge of information sharing mechanisms and platforms. A thorough understanding of relevant legislation, best practices, and frameworks. Sound Knowledge and understanding of the Public Service Regulatory Framework, e.g. Public Service Act, PFMA, Municipal Finance Management Act (MFMA), Economic Modelling Packages (such as EViews, Stata and others), Treasury Regulations, Provincial Growth and Development Strategy (PGDS), National Development Plan (NDP), Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to provide leadership in provincial and national economic analysis, forecasting, economic modelling, applied statistical data analysis, strategic management, and people skills, and use of advanced Excel and other data analysis tools. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills. strategic capability, leadership.

#### **DUTIES**

: Manage the analysis of Statistics South Africa (Stats SA) consumer price index (CPI) reports and develop monthly Provincial Inflation Bulletins. Coordinate the production of quarterly Provincial Labour Bulletin after Stats SA Quarterly Labour Force Survey (QLFS) releases. Manage the collection of data and production of Socio-Economic Profiles of each district and local municipality. Manage and analyze the potential and constraints for growth and development in the province and their interaction within governmental spending and revenue patterns/trends. Manage and coordinate key socio-economic indicators by means of trend and comparative analysis and produce an annual PERO (Provincial Economic Review and Outlook) and SERO (Socio-Economic Review and Outlook) reports bi-annually. Prepare and deliver presentations to convey complex economic data and insights. Coordinate, manage, conduct and disseminate socio-economic research & analysis to inform the departmental and provincial planning, policy, strategy and budget processes. Manage, co-ordinate and commission socio-economic research to analyze, amongst others, the impact of economic developments and economic policy on the provincial economy, the performance of various economic industries/sectors in Mpumalanga. Oversee the compilation of relevant quality and credible economic research reports on a quarterly basis in line with Government economic priorities. Present research findings to relevant decision-making fora in the province for evidence-based decision making. Participate in relevant socio-economic forums in Mpumalanga such as LED, IDP, DDM, OTP research forums, as well as inter-provincial economic forums such as the Public Sector Economist Forum (PSEF) and Tourism Statistics Forum. Manage and provide input into socio-economic section of the IDPs and LED strategies. Manage, conduct, compile and disseminate e-based research reports that are relevant in providing support and advice to economic planning and decision-making processes. Provide technical assistance and support in the application of economic analysis tools. Scrutinize technical reports and provide subject matter expertise. Manage the provision of economics data into research and departmental publications. Manage the provision of administrative support services: Manage the delivery of the Annual Performance Plan (APP) and AOP (Annual Operational Plan) targets. Manage budget of the directorate. Manage human resources. Monitor proper utilization of assets allocated to the directorate. Develop and implement strategies to address identified risk and complete risk management reports. Manage the improvement of internal controls.

#### **ENQUIRIES**

: Mr. SJ Xaba Tel No: (013) 766 4164

#### **OTHER POSTS**

#### **POST 37/209**

: **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DEDT 2026/27/13**

Please note that this post was previously advertised on DPSA Circular 44 of 2025, applicants who applied previously are encouraged to reapply

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| <b><u>SALARY</u></b>       | : | R605 742 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Gert Sibande: Ermelo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate SAQA recognized NQF level six (06) tertiary qualification in Economics/Business Administration with three (3) years work experience in trade and development promotion/sector development/industry development. Valid driver's license. Knowledge of the legal framework, Public Finance Management Act, International Trade and Promotion. Work experience in export and training of emerging businesses, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills. |
| <b><u>DUTIES</u></b>       | : | Assist and provide support in the development and the implementation of export, investment promotion policies and strategies. Promote all opportunities. Lead the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Provide support in the coordination of both domestic and international and trade exhibitions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Supervising staff as assigned including prioritizing and assigning work.                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. LP Mabaso Tel No: (013) 766 4424                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/210</u></b>  | : | <b><u>INDUSTRY ADVISOR: TRADE AND DEVELOPMENT REF NO: DEDT 2026/27/14</u></b><br>Please note that this post was previously advertised on DPSA Circular 10 of 2025 as Trade Advisor: Trade and Development, applicants who applied previously are encouraged to reapply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Gert Sibande District Office: Ermelo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management with two (2) years work experience in trade and development environment. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills. Valid Driver's License.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Assist in conducting capacity building on trade matters. Assist in identifying new export markets in and outside South Africa. Assist in identifying gaps in the export market. Make inputs to the reviewing trade and investment policies and strategies, assistance to emerging and current provincial exporters on export matters and the export awareness programme. Provide support activities of ad-hoc projects i.e. water, bottling plant, Mkhondo Agri-hub.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms LP Mabaso Tel No: (013) 766 4424                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/211</u></b>  | : | <b><u>ASSET CONTROLLER REF NO: DEDT 2026/27/15</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Head Office: Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate SAQA recognized NQF level six (06) tertiary qualification in Financial Management/ Supply Chain Management/ Purchasing / Logistics / Public Administration/ Finance / Accounting with two (2) years experience in Asset Management environment. Valid Driver's License. Knowledge of Basic Accounting System (BAS), GRAP and LOGIS. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Ensure that assets are properly accounted for in the Asset Register and comply with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed of assets in the register. Update inventory lists. Ensure that asset policies, procedures and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                     |   | guidelines are reviewed, updated and implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct bi-annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for finance/operating Leases. Verify the existence of Finance/operating Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance/operating Lease registers. Ensure monthly payments are processed on the basis of invoices received. Ensure reconciling items on ledger, registers and supplier accounts are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. |
| <b>ENQUIRIES</b>    | : | Ms. FP Sibiya Tel No: (013) 766 4490                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POST 37/212</b>  | : | <b><u>BUSINESS ECONOMIST: ECONOMIC EMPOWERMENT REF NO: DEDT 2026/27/16</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SALARY</b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CENTRE</b>       | : | Ehlanzeni District Office: Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>REQUIREMENTS</b> | : | An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/Business Management with two (02) years work experience in economic empowerment environment. Knowledge of BBBEE Act, BBBEE Codes of Good Practice, Sector Charters, Employment Equity Act, Provincial & National Macro-economic policies. Good verbal and written communication skills, Analytical skills and Presentation skills. Computer skills and valid driver's license.                                                                                                                                                                                                                                                                                                                                    |
| <b>DUTIES</b>       | : | Facilitate the establishment of BEE firms in the beneficiation chain. Monitor the implementation of BBBEE codes of good practice and Sector codes in all sectors of the provincial economy. Facilitate procurement by government and private sector from BEE establishments. Support the activities of the Provincial BBBEE Advisory Committee. Facilitate establishment of database for BEE companies. Advise both private and public sector stakeholders on BEE.                                                                                                                                                                                                                                                                                                                               |
| <b>ENQUIRIES</b>    | : | Ms. FP Sibiya Tel No: (013) 766 4490                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POST 37/213</b>  | : | <b><u>BUSINESS ECONOMIST: ECONOMIC EMPOWERMENT REF NO: DEDT 2026/27/17</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SALARY</b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CENTRE</b>       | : | Nkangala District Office: Emalahleni                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>REQUIREMENTS</b> | : | An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/Business Management with two (02) years work experience in economic empowerment environment. Knowledge of BBBEE Act, BBBEE Codes of Good Practice, Sector Charters, Employment Equity Act, Provincial & National Macro-economic policies. Good verbal and written communication skills, Analytical skills and Presentation skills. Computer skills and valid driver's license.                                                                                                                                                                                                                                                                                                                                    |
| <b>DUTIES</b>       | : | Facilitate the establishment of BEE firms in the beneficiation chain. Monitor the implementation of BBBEE codes of good practice and Sector codes in all sectors of the provincial economy. Facilitate procurement by government and private sector from BEE establishments. Support the activities of the Provincial BBBEE Advisory Committee. Facilitate establishment of database for BEE companies. Advise both private and public sector stakeholders on BEE.                                                                                                                                                                                                                                                                                                                               |
| <b>ENQUIRIES</b>    | : | Ms P Madlala Tel No: (013) 692 6300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>POST 37/214</b>  | : | <b><u>COMMUNICATION OFFICER: COMMUNITY AND INTRA-DEPARTMENTAL LIAISON REF NO: DEDT/2026/27/18</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SALARY</b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CENTRE</b>       | : | Head Office: Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>REQUIREMENTS</b> | : | An appropriate SAQA NQF level 6 in Communication/Journalism/ Marketing/ Public Relations with two (02) years work experience in communication environment. Valid driver's license. Have an ability to work under pressure; prepared to work irregular hours (including weekends and public holidays); and travel extensively, when required to meet tight deadlines. Good understanding of the mandate of the Department in terms of applicable Acts, prescripts and regulations. The successful candidate must be able to display the following competencies: multi-tasking, strong public relations, Project Management, time management and prioritising skills, with a pro-active                                                                                                            |

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|                     |   | approach, excellent written and verbal communication skills, and attention to detail, knowledge and understanding of government corporate ethos and values. The prospective candidate must be computer literate including the use of various software programmes at high proficiency level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>DUTIES</b>       | : | Regularly update stakeholder database; Coordinate the compilation of the Departmental Calendar of Events; Assist in co-ordinating Departmental Public Participation Programmes and campaigns; Manage all Departmental exhibitions; Produce content for both internal and external publications; Develop content for all information promotional material; Disseminate information and interact with stakeholders via Departmental social media platforms; Render branding service; Render photography service; Liaise and work closely with Departmental Public Entities and other stakeholders; Compile and submit required reports; Provide general administrative support; Perform any other relevant duties as directed.                                                                |
| <b>ENQUIRIES</b>    | : | Ms. NC Ndala Tel No: (013) 766 4370                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>POST 37/215</b>  | : | <b><u>HR PRACTITIONER: HR PLANNING AND PMDS REF NO: DEDT 2026/27/19</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SALARY</b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CENTRE</b>       | : | Head Office: Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REQUIREMENTS</b> | : | An appropriate SAQA recognized NQF level 6 tertiary qualification in Human Resource Management/Public Management/Public Administration with two (2) years' experience in HRM environment. Valid driver's license. Understanding of the government frameworks, knowledge of PERSAL system, performance management and development system, human resource and related prescripts, Basic Conditions of Employment Act, EEA with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret and apply legislation, policies and prescripts.                                                                                                                     |
| <b>DUTIES</b>       | : | Facilitate the submission of Performance Agreements, Mid-term and Annual Assessments. Conduct quality assurance on the submitted PMDS documents. Capture Performance Agreements, Mid-term and Annual Assessment on PERSAL. Ensure the availability of an accurate and updated PMDS database. Facilitate the implementation of Annual Assessment outcome (pay progression) and prepare moderation outcome letters. Facilitate the Development of EE Plan and EE Reports. Assist in the development of the cost per head document. Administer secretariat services to committees facilitated by the Human Resource Planning and PMDS Sub-Directorate. Maintain an HR Policies register, and job descriptions and job evaluation results database.                                             |
| <b>ENQUIRIES</b>    | : | Ms NC Ndala Tel No: (013) 766 4370                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>POST 37/216</b>  | : | <b><u>MESSENGER/DRIVER REF NO: DEDT 2026/27/20</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>SALARY</b>       | : | R201 093 per annum (Level 04)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CENTRE</b>       | : | Nkangala District: Kwamhlanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>REQUIREMENTS</b> | : | Grade 12 Certificate, valid driver's license, Skills and Knowledge: Knowledge of messenger services. Knowledge of planning and organising, valid PDP licence. Knowledge of roads and places, Knowledge of Batho Pele Principles, Knowledge of messenger services. Good people skills. High level of reliability. Basic written communication skills. The ability to act with tact and discretion. Good grooming and presentation skills. Ability to operate photocopier machine. Organisational skills.                                                                                                                                                                                                                                                                                     |
| <b>DUTIES</b>       | : | Drive light and medium motor vehicles to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Collect mail and documents from all over as requested. Collect mail from post office or courier services, including heavy boxes. Deliver invitations to stakeholders e.g. business group. Collect stationery and goods from stores. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry activities. Attend to district logistical support services. Provide transport services for the district officials. |
| <b>ENQUIRIES</b>    | : | Ms P Madlala Tel No: (013) 692 6300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>POST 37/217</b>  | : | <b><u>RECEPTIONIST REF NO: DEDT 2026/27/21</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b><u>SALARY</u></b>       | : | R201 093 per annum (Level 04)                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Head Office: Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate. Must be prepared to work autonomously and under pressure. Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential. The applicant must have the following skills problem solving, communication, computer literacy, customer orientation.                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render onsite and online receptionist services, proper maintenance of equipment and telephonic calls. Maintain the telephone directory for the Office. Receive and re-route incoming mail and packages. Ensure no visitor proceeds to offices without first verifying with the relevant office and signing in. Maintain the cleanliness and order of the reception area. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. MS Mahlangu at 066 245 9720                                                                                                                                                                                                                                                                                                                                                                                                                                             |

#### **DEPARTMENT OF HEALTH**

***The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.***

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| <b><u>APPLICATIONS</u></b> | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station/centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please note the Department reserves the right to amend/review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.<br><b>ERRATUM:</b> Kindly note that the post was posted in the Public Service Vacancy Circular 30 dated 21 August 2026, the post of Operational Manager Nursing (PN-B3): PHC (Vukuzakhe Clinic, Gert Sibande District) with Ref No: MPDoH/Aug/26/1267 has been withdrawn. |

#### **OTHER POSTS**

**POST 37/218** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/OCT/26/1647 (X2 POSTS)**

**SALARY** : R1 041 402 - R1 121 241 per annum  
**CENTRE** : Amajuba Memorial Hospital (Gert Sibande District)  
Themba Hospital (Ehlanzeni District)

**REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

**ENQUIRIES** : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 37/219** : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1-2): NEPHROLOGY REF NO: MPDOH/OCT/26/1650 (X3 POSTS)**

**SALARY** : Grade 1: R495 423 - R581 931 per annum  
Grade 2: R607 350 - R752 913 per annum

**CENTRE** : Ermelo Hospital (Gert Sibande District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Nephrology Nursing Science. **Grade 1:** A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the (SANC). **Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1-year post basic qualification in relevant specialty. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

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| <b><u>DUTIES</u></b>       | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Nephrology Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/220</u></b>  | : | <b><u>ASSISTANT DIRECTOR: MARKETING &amp; EXTERNAL COMMUNICATION</u></b><br><b><u>REF NO: MPDOH/OCT/26/1651</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09), (plus service benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Provincial Office, Mbombela (Nelspruit)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Marketing Communication as recognised by SAQA. A minimum of three (3) years relevant experience in Communication at supervisory / management (Level 7/8). Communication Industry will be an added advantage. Valid driver's licence. Must be willing to travel long distances and work extended hours. Knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, and relevant DPSA policies. Competencies and Skills: Planning and organising. Problem-solving and analytical thinking. Good verbal and written communication skills. Report writing and presentation skills. Computer literacy. Teamwork and client orientation. Ability to maintain confidentiality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Provide and implement branding for all Departmental Events. Provide Strategic leadership in the planning of all Internal and External Events. Provide Strategic planning and crafting of the Departmental Communications Strategy. Ensure that there is crafting and implementation of an Annual Events calendar for the Department. Liaise with all Departmental Programmes in the Head Office and in all the districts with regard to successful planning and implementation of events. Ensure that all Departmental events are well communicated to the public for event mobilisation and successful attendance of people.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/221</u></b>  | : | <b><u>PERSONNEL PRACTITIONER: HR PLANNING REF NO: MPDOH/OCT/26/1652</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus service benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Provincial Office, Mbombela (Nelspruit)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource Management, with exposure to HR Planning, Establishment Management, Recruitment and Selection, or related HR functions or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. Knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, and relevant DPSA policies. Knowledge of PERSAL and establishment management processes. Computer literacy in Microsoft Office applications. Proven intermediate MS Excel skills. Good communication, analytical, planning, report-writing, and interpersonal skills. A valid driver's licence will serve as an added advantage. Competencies and Skills: Planning                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                     |   | and organising. Problem-solving and analytical thinking. Good verbal and written communication skills. Report writing and presentation skills. Computer literacy. Teamwork and client orientation. Ability to maintain confidentiality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>DUTIES</b>       | : | Assist in the development, implementation, monitoring, and review of the Human Resource Plan. Collect, analyse, and maintain HR information and statistics to support workforce planning (ICSP, CoE, HRIS, PERSAL, APL). Assist in organisational structure management and establishment control. Monitor funded and unfunded posts within the approved establishment. Facilitate the compilation of HR planning reports and submissions. Support vacancy management and workforce forecasting processes. Ensure compliance with relevant HR planning policies and prescripts. Provide administrative and advisory support on HR Planning matters. Liaise with internal and external stakeholders regarding HR Planning activities.                                                                                                                                                                                                               |
| <b>ENQUIRIES</b>    | : | Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POST 37/222</b>  | : | <b><u>DENTAL CHAIR ASSISTANT GRADE 1 REF NO: MPDOH/OCT/26/1654 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SALARY</b>       | : | R225 777 - R258 156 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>CENTRE</b>       | : | Emalahleni Sub-district and Victor Khanye Sub-district (Nkangala District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>REQUIREMENTS</b> | : | Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Assistant (2026). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DUTIES</b>       | : | The incumbent should have knowledge of dental assisting including infection prevention and control, chair side assisting, maintaining of equipment, stock control, knowledge of dental materials and instruments and conducting inventory. The person will work in the dental surgery in the hospital and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilisation of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle. The person should have good communication skills and good interpersonal relations. |
| <b>ENQUIRIES</b>    | : | Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

#### **DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

***Career opportunities, combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.***

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| <b>APPLICATIONS</b> | : | Applications must be submitted online through the link <a href="http://erecruitment.mpg.gov.za">erecruitment.mpg.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CLOSING DATE</b> | : | 30 October 2026 at 12h00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>NOTE</b>         | : | A recent comprehensive CV, and contactable references (telephone numbers and email addresses must be indicated). (Only shortlisted candidates will be required to submit certified documents; on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Correspondence will be limited to shortlisted candidates only. The successful |

candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial disclosure interests' declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. Failure to comply with the above instructions will result in your application being disqualified. The Department is committed to provide equal opportunities and practice affirmative action employment. It is our intention to promote representability in terms of race, gender, and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply. The Department reserves the right to fill or not to fill any advertised posts.

#### **MANAGEMENT ECHELON**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b><u>POST 37/223</u></b>  | : | <b><u>CHIEF DIRECTOR: INTEGRATED PLANNING REF NO: CD/IP/HO/02</u></b><br>(Re-advertisement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R1 554 696 per annum (Level 14), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus a Bachelor's Degree or Advanced Diploma (NQF Level 7) in Information Science, Information Systems, Public Management, Development Studies, Economics, or a related field. Extensive relevant experience in the field is required, of which at least five (5) years must be at the Senior Management Service (SMS) level. A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment. Knowledge, Skills and Competencies: Knowledge of Public Service Act, Labour Relations Act, PFMA and other related legislations. Computer literacy, Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations. Financial management skills. Change management. Knowledge management Service delivery innovations, Problem solving and analyses, People management and empowerment, client orientation and customer focus. Project management will be an added advantage. |
| <b><u>DUTIES</u></b>       | : | Co-ordinate strategic planning services. Monitor and evaluate departmental performance in terms of business plan outcomes. Provide knowledge management services. Render policy development and research services. Manage and coordinate the implementation of diversity and transformation programmes. Manage human and financial resources to achieve Chief Directorate's objectives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 37/224</u></b>  | : | <b><u>DIRECTOR BUILDING INFRASTRUCTURE PROGRAMME</u></b><br><b><u>MANAGEMENT REF NO: D/BIPM/HO/</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R1 317 834 per annum (Level 13), all-inclusive remuneration package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus an appropriate recognised Bachelor's Degree (NQF Level 7) in Architecture / Construction Management / Quantity Surveying/ Engineering/ Project Management / Town Planning or a related Built Environment qualification. A postgraduate qualification in the Built Environment, Infrastructure / Project Management or related field will be an added advantage. A minimum of five (5) years' experience at Middle / Senior Managerial level. within infrastructure planning, design, construction or programme/project management. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment Knowledge, Skills and Competencies: Extensive knowledge and practical understanding of public-sector infrastructure delivery, including the PFMA, Treasury Regulations, Infrastructure Delivery Management System (IDMS), Framework for Infrastructure Delivery and Procurement Management (FIDPM), CIDB                                                                                                                 |

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|                             |   | prescripts, supply chain management requirements and applicable built-environment legislation and standards. Knowledge of infrastructure programme and project planning multidisciplinary design management, procurement documentation, construction contract management, cost management, risk management, project monitoring and infrastructure close-out. Registration or eligibility for registration, with an appropriate statutory/professional council in the built environment will be an added advantage. A valid driver's licence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>        | : | Provide strategic and operational leadership in the planning, design, delivery and management of provincial building infrastructure programmes and projects. Direct the development and implementation of infrastructure project pipelines, ensuring alignment between client department requirements, approved infrastructure plans and available budgets. Oversee multidisciplinary planning and design processes, project readiness assessments, procurement planning, contract readiness and infrastructure implementation. Ensure effective management of consultants, contractors and built-environment professionals, while monitoring project performance, quality, expenditure, risks, compliance and delivery targets. Lead stakeholder engagement with client departments, Provincial Treasury, municipalities and other strategic partners to facilitate infrastructure delivery. Ensure sound governance, financial management, risk management and compliance with applicable legislation, Treasury prescripts, IDMS, FIDPM and related regulatory frameworks. Oversee project completion, commissioning, handover and close-out processes, and manage human, financial and other resources of the Programme Management Unit to achieve departmental infrastructure delivery objectives.                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>     | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/225</u></b>   | : | <b><u>DIRECTOR DISTRICT SERVICES (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b> | : | R1 317 834 per annum (Level 13), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             | : | Bohlabela District Ref No: D/DH/BO/03                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                             | : | Nkangala District Ref No: D/DH/NK/99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 plus Bachelor's Degree / Advanced Diploma (NQF Level 7) in Public Management/Public Administration/ Finance/ Business Administration or a directly relevant functional field. A minimum of five (5) years' experience at Middle / Senior Managerial level. A valid driver's licence. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment Knowledge, Skills and Competencies: Knowledge of Legislation governing Human Resources within Public Service and SMS handbook. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional projects/teams, excellent coordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation. |
| <b><u>DUTIES</u></b>        | : | Manage all administrative aspects in the district. Provide strategic leadership within the district. Render the maintenance public infrastructure (i.e. Public Works building, Roads maintenance services, EPWP and Immovable Assets). Manage the implementation of capital projects. Manage district transport management services. Ensure compliance with National policy frameworks and standards. Report and participate in all appropriate provincial, departmental and other structures and processes. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the directorate in line with applicable legislation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>     | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/226</u></b>   | : | <b><u>DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: DKM/HO/04</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>        | : | R1 317 834 per annum (Level 13), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | : | Grade 12 plus Bachelor's Degree / Advanced Diploma (NQF level 7) in Knowledge Management/ Information Science/Information Systems/ Computer Science. A minimum of five (5) years' relevant experience at Middle/Senior Managerial level in the related field. A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment Knowledge, Skills and Competencies: Strategic leadership; policy development; programme management; financial and people management; governance; risk management; stakeholder management; communication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>              | : | Manage information and records management services, including the development, implementation, monitoring and review of records and information management policies, standards and procedures. Manage information technology services, including ICT help-desk support, infrastructure and network support. Ensure the development and implementation of ICT policies, standards, frameworks in line with DPSA requirements. Oversee digital transformation, management of business applications, systems integration across the Department. Provide strategic oversight of the Department's compliance with PAIA and POPIA. Ensure appropriate processes and controls for access to information, privacy and protection of personal information. Manage the provision of administrative support services and ensure effective planning, resource management, performance management and compliance within the Directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>           | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 37/227</u></b>         | : | <b><u>DIRECTOR: ASSET MANAGEMENT REF NO: DKM/HO/100</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>              | : | R1 317 834 per annum (Level 13), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>              | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>        | : | Grade 12 plus nan appropriate Bachelor's Degree / Advanced Diploma (NQF Level 7) in Accounting, Financial Management, Cost and Management Accounting, Public Finance, Supply Chain Management, Asset Management, Business Management or a related field, as recognised by SAQA. A minimum of five (5) years' relevant experience at Middle/Senior Managerial level in Asset Management, Financial Management, Supply Chain Management or a related environment. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment Knowledge, Skills and Competencies: Sound and in-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Framework for the Management of Assets, Generally Recognised Accounting Practice (GRAP), Modified Cash Standard (MCS), Public Service regulatory framework, Supply Chain Management prescripts and applicable asset management policies and procedures. Good understanding of audit processes and requirements of the Auditor-General of South Africa (AGSA), including the management and resolution of audit findings relating to assets. Proven management, strategic leadership, analytical, financial management, risk management, problem-solving, communication and stakeholder-management skills. A valid driver's licence. |
| <b><u>DUTIES</u></b>              | : | Develop, implement and monitor the Department's Asset Management Strategy, policies, procedures and internal controls in line with the PFMA, Treasury Regulations and applicable National and Provincial Treasury prescripts. Manage the full asset lifecycle, including asset planning, acquisition, receipt, recording, identification/barcoding, allocation, movement, maintenance, verification, impairment, transfer and disposal. Ensure that the Department maintains complete, accurate and reliable movable and immovable asset registers and that assets are appropriately classified, valued and disclosed. Ensure regular reconciliation of the Asset Register with BAS, LOGIS and other applicable financial and asset management systems, and ensure timely resolution of reconciling items. Ensure accurate preparation and submission of asset-related financial information and disclosures for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Interim and Annual Financial Statements (IFS/AFS). Develop and maintain effective controls to prevent and detect asset losses, theft, misuse, unauthorised movements and irregular disposals, and ensure that losses and damages are investigated and dealt with in accordance with applicable prescripts. Manage the disposal of redundant, obsolete, unserviceable and surplus assets in accordance with prescribed disposal processes and ensure appropriate updating of asset records. Identify asset-related risks and implement appropriate risk mitigation and internal control measures.

**ENQUIRIES** : Ms PN Yingwane Tel No: (013) 766 6780  
e-Recruitment Mpumalanga

#### OTHER POSTS

**POST 37/228** : **CHIEF QUANTITY SURVEYOR GRADE A REF NO: CQS/HO/07**  
(Re-advertisement: Building)

**SALARY** : R1 143 468 – R1 300 944 per annum, (OSD), (all-inclusive package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 plus Bachelor of Science in Quantity Surveying / Bachelor of Quantity Surveying (NQF Level 8), BTech in Quantity Surveying (legacy NQF Level 7), or a recognised equivalent qualification. Compulsory Registration with South African Council for the Quantity Surveying Profession (SACQSP) as a Professional Quantity Surveyor (PrQS). Valid drivers' licence and proficiency in computer applications are essential. Relevant work experience as a Professional Quantity Surveyor, with at least 5 years post professional registration. Knowledge, Skills and Competencies: Sound knowledge of construction legislation, regulations, and frameworks applicable in the public sector, including the PFMA, Treasury Regulations, CIDB Act, GIAMA, Construction Regulations, and National Building Regulations. Proficiency in quantity surveying software such as WinQS, as well as AutoCAD, MS Project, and Microsoft Office Suite. In depth knowledge of cost planning, contract administration (JBCC, NEC, GCC), building cost norms, and lifecycle costing. Programme and project management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting. Professional judgment. Analytical, planning, problem-solving, and report-writing skills. Strong interpersonal, verbal, and written communication skills. Ability to manage multidisciplinary teams and multiple infrastructure projects simultaneously.

**DUTIES** : Provide professional quantity surveying and cost management services to the Departments. Ensure financial control, value engineering, and cost optimisation in the delivery of infrastructure projects. Evaluate, appoint, and monitor the performance of consultants and contractors in compliance with departmental policies. Manage the implementation and monitoring of construction contracts, including certification of payments and resolution of contractual claims. Conduct feasibility studies, develop cost estimates, and maintain accurate project budgets and cash flows. Undertake research and implement new methods, technologies, and sustainable solutions in infrastructure delivery. Ensure alignment with the Infrastructure Delivery Management System (IDMS), Infrastructure Procurement and Delivery Management (IPDM) toolkit, and relevant prescripts. Provide technical support in the preparation of tender documentation, bid evaluations, and adjudication processes.

**ENQUIRIES** : Ms PN Yingwane Tel No: (013) 766 6780  
e-Recruitment Mpumalanga

**POST 37/229** : **CHIEF CONSTRUCTION PROJECT MANAGER: MAINTENANCE REF NO: CCPM/HO/09 (X2 POSTS)**

**SALARY** : R1 317 108 - R1 504 797 per annum, (OSD), (all-inclusive package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 plus Bachelor's Degree, BTech, or Advanced Diploma at NQF Level 7 in Construction Management, Construction Project Management, Project Management, or a relevant Built Environment field as recognized by SAQA, Professional Registration: Professional Registration: Compulsory registration as a Professional Construction Project Manager with the South African Council for the Project and Construction Management Professions

(SACPCMP). Experience: Minimum of six (6) years' post-qualification experience in construction project management, with at least three (3) years at a supervisory or management level (preferably in transport infrastructure maintenance), Valid driver's license and Computer literacy. Knowledge, Skills and Competencies: Comprehensive knowledge of programme and project management methodologies within the built environment, Expertise in project design, analysis, and implementation, with particular focus on maintenance of transport infrastructure, Strong understanding of legal and operational compliance, financial management, and supply chain management processes, Demonstrated ability to foster a high-performance culture and provide effective strategic leadership, Advanced communication, negotiation, and stakeholder engagement skills, Excellent problem-solving, decision-making, and conflict management capabilities, Research and development orientation to drive innovation in maintenance project delivery, Sound knowledge of government and departmental policies, procedures, and reporting requirements, Proficiency in relevant project management and office software.

**DUTIES** : Supervise, mentor, and support project managers under your supervision, ensuring optimum performance and skills development, Manage a portfolio of construction projects, including large-scale capital works, road maintenance, and service contracts, from inception to completion, Translate client needs into clear, manageable project scopes and ensure alignment with organizational objectives, Lead the procurement of built environment professionals in accordance with supply chain management policies, Coordinate multidisciplinary teams, ensuring quality assurance in design, documentation, and project delivery as per execution plans, Oversee and facilitate the contractor appointment process, ensuring all internal resources are mobilized for efficient bidding and contract management, Monitor and ensure the quality of work performed by consultants and contractors, guaranteeing compliance with contractual and professional standards, Adjudicate variation orders and extension of time requests, making well-informed recommendations to the departmental approving authority, Process interim monthly payments and ensure timely government payment commitments are met as per contract conditions, Prepare, submit, and file project information in compliance with internal and audit requirements, Secure project funding through established internal channels and manage budgetary control throughout the project lifecycle, Promote a culture of collaboration, excellence, and accountability within the department and among all stakeholders

**ENQUIRIES** : Ms PN Yingwane Tel No: (013) 766 6780  
e-Recruitment Mpumalanga

**POST 37/230** : **CHIEF ENGINEER GRADE A (CONTRACT ADMIN) REF NO: CCPM/HO/**  
Construction and Maintenance

**SALARY** : R1 317 108 - R1 504 797 per annum, (OSD), (all-inclusive package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 plus a recognised Bachelor of Engineering (BEng) / Bachelor of Science (BSc) in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng). A minimum of ten (10) years' relevant post qualification experience in roads, bridges and building construction, including at least six (06) years' post-professional registration experience. Extensive relevant experience in construction supervision and contract administration of roads, bridges and buildings. Demonstrated experience leading multidisciplinary engineering teams and managing complex infrastructure programmes, consultants and contractors. Proven experience administering construction contracts and evaluating variations, payment certificates, extensions of time and contractual claims. A valid driver's licence and willingness to travel to project sites, including remote locations. Experience in labour-intensive construction, contractor development and Expanded Public Works Programme implementation will be an added advantage. Knowledge, Skills and Competencies: Strong understanding of design review, constructability, construction methods, materials testing and quality assurance. Expertise in construction procurement, tender documentation, specifications, bills of quantities and contract administration. Ability to interpret contractual provisions and assess entitlement, causation and the financial and programme implications of claims. Knowledge of applicable public-sector financial management, procurement, occupational health and safety,

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|                     |   | environmental and engineering requirements. Strong leadership, negotiation, analytical, communication and technical report-writing skills. Professional judgement, integrity and the ability to make defensible decisions within delegated authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DUTIES</b>       | : | To provide strategic technical leadership and specialist engineering expertise in preparation of tender and contract documentation, construction supervision and contract administration of roads, bridges and buildings. Ensure that infrastructure projects are delivered within approved scope, budgets and timeframes, meet prescribed quality standards, and are supported by sound contractual and financial controls.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>ENQUIRIES</b>    | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>POST 37/231</b>  | : | <b><u>CHIEF ENGINEER CIVIL GRADE A (CONTRACT MANAGEMENT (PMU) REF NO: CE/PMU/HO/10</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SALARY</b>       | : | R1 317 108 - R1 504 797 per annum, (OSD), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CENTRE</b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>REQUIREMENTS</b> | : | Grade 12 plus a recognised Bachelor of Engineering (BEng) / Bachelor of Science (BSc) in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng). A minimum of ten (10) years' relevant experience in programme and project management in the built environment, including at least six (06) years' post-professional registration experience. Demonstrated experience leading multidisciplinary engineering teams and managing complex infrastructure programmes, consultants and contractors. Proven experience administering construction contracts and evaluating variations, payment certificates, extensions of time and contractual claims. A valid driver's licence and willingness to travel to project sites, including remote locations. Experience in labour-intensive construction, contractor development and Expanded Public Works Programme implementation will be an added advantage. Knowledge, Skills and Competencies: Comprehensive understanding of programme and project management in the built environment and public sector infrastructure, Expertise in engineering design, project analysis, and contract management, including governance, compliance, and professional standards, Knowledge of legal operational, and regulatory frameworks governing infrastructure projects, financial management, cost control, and supply chain management proficiency, Strategic planning, research and development, and risk management skills, Ability to foster a high-performance culture, demonstrate leadership, and mentor professional teams, Effective communication, negotiation, and conflict resolution skills, Advanced problem-solving and decision making capabilities, Proficiency in technical reporting, documentation, and relevant project management software. |
| <b>DUTIES</b>       | : | Provide engineering leadership and oversight in the planning, execution, and monitoring of civil engineering and infrastructure projects under the PMU, Approve designs, technical reports, and contract documentation to ensure alignment with statutory requirements and departmental standards, Oversee the delivery of projects and contracts, ensuring compliance with technical quality, safety, governance, and performance objectives, Ensure professional and technical advice is provided to internal teams and stakeholders, supporting sound decision-making and risk mitigation, Monitor and manage the work of project managers and engineers under your supervision, fostering skills development and high performance, Lead project teams in the procurement and management of consultants and contractors in line with supply chain processes, Drive innovation and continuous improvement in engineering and project management practices, Prepare and maintain comprehensive project documentation, reports, and audit records for all assigned projects, Cultivate effective working relationships with internal and external stakeholders to support successful project delivery and Departmental goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ENQUIRIES</b>    | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>POST 37/232</b>  | : | <b><u>CHIEF ENGINEER: SPECIAL MAINTENANCE REF NO: CE/SM/HO/11</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SALARY</b>       | : | R1 317 108 - R1 504 797 per annum, (OSD), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CENTRE</b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>REQUIREMENTS</b> | : | A recognised Bachelor of Engineering (BEng) / Bachelor of Science (BSc) in Civil Engineering. Compulsory registration with the Engineering Council of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

South Africa (ECSA) as a Professional Engineer (Pr. Eng). A minimum of ten (10) years' relevant post-qualification engineering experience in road infrastructure, including substantial experience in pavement investigation, pavement design, materials engineering and rehabilitation design, including at least six (06) years' post-professional registration experience. Demonstrated experience in preparing and reviewing pavement designs, technical specifications, tender documentation and engineering reports. Experience leading multidisciplinary engineering teams and managing complex infrastructure programmes, consultants and contractors. A valid driver's licence and willingness to travel to project sites, including remote locations. Experience in labour-intensive construction, contractor development and Expanded Public Works Programme implementation will be an added advantage. Knowledge, Skills and Competencies: Flexible and rigid pavement design principles, pavement deterioration mechanisms and rehabilitation methods. Mechanistic-empirical analysis, traffic loading estimation, and design traffic assessment. Subgrade characterisation, geotechnical investigations, material testing and interpretation of laboratory and field results. Granular, stabilised, asphalt and concrete pavement materials, including recycled materials. Pavement drainage, moisture sensitivity, climatic influences and construction variability. Pavement evaluation methods, including visual assessment. The South African Pavement Engineering Manual, applicable TRH and TMH guidance, COTO specifications and departmental design standards. Lifecycle costing, economic evaluation, constructability and sustainable pavement design. Infrastructure procurement, engineering contract administration, quality assurance and construction supervision. Applicable public finance, occupational health and safety, environmental and professional engineering requirements.

**DUTIES** : Provide professional engineering leadership in the investigation, design and evaluation of road pavements for new construction, upgrading, rehabilitation and maintenance. Ensure that pavement solutions are safe, durable, cost-effective and appropriate to traffic loading, material availability, environmental conditions and the department's road asset management objectives.

**ENQUIRIES** : Ms PN Yingwane Tel No: (013) 766 6780  
e-Recruitment Mpumalanga

**POST 37/233** : **CHIEF ENGINEER: STRUCTURAL AND BRIDGES REF NO: CE/STRU/HO/12**

**SALARY** : R1 317 108 - R1 504 797 per annum, (OSD), (all-inclusive package)  
**CENTRE** : Head Office

**REQUIREMENTS** : A recognised Bachelor of Engineering (BEng) / Bachelor of Science (BSc) in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng). A minimum of ten (10) years' relevant experience in civil and structural engineering, including at least five years' post-professional registration experience. Extensive relevant experience in the design, construction and contract administration of roads, bridges and buildings, including experience after professional registration. Demonstrated experience leading multidisciplinary engineering teams and managing complex infrastructure programmes, consultants and contractors. A recognised Bridge Inspector certification will be an added advantage. Knowledge, Skills and Competencies: Advanced knowledge of structural behaviour and the design of reinforced concrete, prestressed concrete, steel and masonry structures. Knowledge of applicable engineering codes, design standards, construction specifications and quality assurance procedures. Understanding of geotechnical conditions, foundations, hydrology, hydraulics, drainage and their implications for structural integrity. Competence in structural inspections, condition ratings, failure investigations, remaining-life assessments and maintenance planning. Knowledge of procurement, infrastructure delivery, occupational health and safety, environmental requirements and professional engineering responsibilities. Familiarity with relevant legislation, codes of practice, and technical standards (e.g., SANS, TMH, COLTO, and SANRAL guidelines). Competency in managing budgets, variations, claims, payment certification and contractual disputes. Strong analytical, report-writing, communication, negotiation and stakeholder management skills. The ability to exercise independent engineering judgement. Strong leadership and team management abilities to drive high-performance teams.

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| <b><u>DUTIES</u></b>       | : | To provide specialist engineering services and technical leadership in the planning, investigation, design, construction, supervision, contract administration, inspection, rehabilitation and maintenance of culverts, bridges and buildings. Ensure that infrastructure is safe, functional, durable and cost-effective throughout its service life.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/234</u></b>  | : | <b><u>DEPUTY DIRECTOR: EPWP REF NO: DD/EPWP/GERT/05</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R932 292 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Gert Sibande District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus a Bachelor's Degree or Advanced Diploma (NQF Level 7) in Public Administration, Public Management, Human Resource Management, EPWP, Development Studies, Finance, Transport Management, or a directly related field. A minimum of three (3) years' experience at Assistant Director level in the Expanded Public Works Programme (EPWP) environment. Knowledge, Skills and Competencies: Management; policy implementation; project management; financial management; people management; problem solving; communication; report writing. EPWP policy, EPWP recruitment guidelines, Ministerial determination, knowledge on EPWP reporting system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Manage the coordination and consolidate EPWP business plans. Manage the functional steering committees and district forums in accordance with EPWP norms and standards. Provide support to lead sector departments and municipalities to undertake coordination. Facilitate engagement with public bodies in the province across all sectors in accordance with EPWP norms and standards. Promote and increase the visibility of EPWP through marketing, branding, and project profiling. Manage stakeholder relations and provide technical support to EPWP stakeholders and public bodies. Manage Resources (human, financial, and assets/equipment).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/235</u></b>  | : | <b><u>ENGINEER PRODUCTION GRADE A: PMU REF NO: ENG/PMU/HO/16 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R914 517 per annum, (all-inclusive package), (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | A recognised Bachelor of Engineering (BEng) / Bachelor of Science (BSc) / Bachelor of Technology (BTech) in Civil Engineering. Professional Registration: Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng). A minimum of three (03) years' post qualification engineering experience. Relevant experience in project and programme management, design, construction, supervision and contract administration of roads, bridges and buildings. A valid driver's licence and willingness to travel to project sites, including remote locations. Knowledge, Skills and Competencies: Sound knowledge of engineering design, project investigation, and contract management in the context of infrastructure and PMU functions, Technical competence in preparing specifications, technical reports, and project documentation, Experience in project and contract management, including risk, quality, and safety management, Understanding of regulatory compliance related to public sector infrastructure projects, Ability to plan, implement, and monitor engineering projects to achieve departmental objectives, Excellent problem-solving, analytical, and decision-making skills, Strong communication and report writing skills, Computer literacy, including use of relevant engineering and project management software. |
| <b><u>DUTIES</u></b>       | : | Plan, design, and monitor engineering work on infrastructure projects aligned to department and PMU standards, Prepare specifications, technical reports, and project documentation in line with statutory and departmental requirements, Manage and oversee contracts to ensure optimal delivery of infrastructure programmes and compliance with contract conditions, Identify, assess, and manage risks associated with engineering projects, Monitor and ensure quality, safety, and regulatory compliance throughout all project phases, Provide technical guidance and support within the PMU and to stakeholders as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**POST 37/236** : **ENGINEER PRODUCTION GRADE A (CIVIL) BUILDING MAINTENANCE**  
**REF NO: ENG/CIVIL/HO/18**

**SALARY** : R914 517 per annum, (all-inclusive package), (OSD)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 Certificate plus NQF Level 7 in Bsc or BEng Degree Civil Engineering (minimum of 3 year Degree as recognised by SAQA). Compulsory Registration with South African Council for the Engineer Profession (ECSA) as a Professional: Engineer/ Technologist. Valid drivers' licence and proficiency in computer applications are essential. A relevant work experience as an Engineer, with at least 2 years being post-registration. Knowledge, Skills and Competencies: Sound knowledge of the planning, implementation, and management of building maintenance and refurbishment projects in the public sector. Familiarity with relevant legislation, policies, and regulations including the PFMA, GIAMA, CIDB Act, Occupational Health and Safety Act, and National Building Regulations. Experience in contract documentation, procurement processes, and administration (JBCC, GCC, or similar). Understanding of building condition assessments, life cycle costing, and facilities maintenance management systems. Good knowledge of engineering and maintenance planning software (e.g., Civil Designer, Prokon, AutoCAD). Advanced proficiency in MS Office (Word, Excel, PowerPoint) and project tracking tools. Strong written and verbal communication, negotiation, planning, and organisational skills. Ability to manage contractors and service providers on site and coordinate multiple maintenance teams.

**DUTIES** : Provide professional engineering support for the delivery of planned, routine, and emergency maintenance of government buildings and facilities. Support the development, implementation, and review of the Comprehensive Asset Management Plan (CAMP) and maintenance strategies aligned to GIAMA and departmental priorities. Develop and monitor annual maintenance plans and budgets, including day-to-day, preventative, and emergency maintenance. Coordinate the procurement and performance management of framework contracts for general maintenance and specialist services in collaboration with Supply Chain Management. Oversee maintenance activities across district offices, ensuring compliance with specifications, standards, and quality assurance protocols. Manage and report on maintenance backlogs, call centre requests, and resolution of infrastructure faults logged by users. Conduct technical evaluations, building condition assessments, and implement corrective actions where required. Prepare technical and performance reports, assist in budgeting processes, and contribute to infrastructure reporting to oversight bodies

**ENQUIRIES** : Ms PN Yingwane Tel No: (013) 766 6780  
e-Recruitment Mpumalanga

**POST 37/237** : **QUANTITY SURVEYOR PRODUCTION GRADE A (TRANSPORT**  
**INFRASTRUCTURE) REF NO: QSP/HO/20**

**SALARY** : R791 604 per annum, (all-inclusive package), (OSD)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 plus Bachelor of Science in Quantity Surveying / Bachelor of Quantity Surveying (NQF Level 8), BTech in Quantity Surveying (NQF Level 7), or a recognised equivalent qualification. Compulsory registration with SACQSP as Professional Quantity Surveyor – PrQS, Minimum of 3years post-qualification experience in Quantity Surveying, including substantial exposure to project management and transport infrastructure projects. Knowledge, Skills & competencies: Cost planning; bills of quantities; procurement; valuations; contract administration; cost reporting; project financial control, Quantity Surveying: legal and operational compliance, operational communication, Road construction methods: mass earthworks, layer works, borrow pits, crushing plants, asphalt paving, concrete works, stormwater, Contract and building law - GCC, FIDIC, COLTO, SANRAL conditions, Government procurement procedures and PFMA / CIDB standards, Cost norms and standards, Computer-aided survey applications.

**DUTIES** : Prepare estimates and bills; evaluate tenders; certify valuations; control variations and costs; administer contracts and reports, Project Management & Site Control, Tender and Contract Administration - Roads Specific, Cost Management & Estimating, Policy and Norms

**ENQUIRIES** : Ms PN Yingwane Tel No: 013 766 6780  
e-Recruitment Mpumalanga

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| <b><u>POST 37/238</u></b>  | : | <b><u>ARCHITECT PRODUCTION GRADE A REF NO: ARC/HO/19</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R791 604 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus BTech Architecture/ Bachelor of Architectural Studies / Bachelor of Architecture / Master of Architecture Professional at the NQF level 7 (minimum 3 year Degree as recognised by SAQA). Registration as a Professional Architect with the South African Council for the Architectural Profession (SACAP) in terms of the Architectural Profession Act, 2000 (Act No. 4 of 2000) is compulsory. A minimum of 5 years work experience as an Architect, of which 3 years should be post professional registration. A valid driver's licence. Knowledge, Skills and Competencies: Sound knowledge of construction legislation, regulations, and frameworks applicable in the public sector, including the PFMA, Treasury Regulations, CIDB Act, GIAMA, Construction Regulations, and National Building Regulations. Proficiency in quantity surveying software such as WinQS, as well as AutoCAD, MS Project, and Microsoft Office Suite. In depth knowledge of cost planning, contract administration (JBCC, NEC, GCC), building cost norms, and lifecycle costing. Analytical, planning, problem-solving, and report-writing skills. Strong interpersonal, verbal, and written communication skills. Ability to manage multidisciplinary teams and multiple infrastructure projects simultaneously. |
| <b><u>DUTIES</u></b>       | : | Provide professional quantity surveying and cost management services to client departments and regional offices. Ensure financial control, value engineering, and cost optimisation in the delivery of infrastructure projects. Evaluate, appoint, and monitor the performance of consultants and contractors in compliance with departmental policies. Manage the implementation and monitoring of construction contracts, including certification of payments and resolution of contractual claims. Conduct feasibility studies, develop cost estimates, and maintain accurate project budgets and cash flows. Undertake research and implement new methods, technologies, and sustainable solutions in infrastructure delivery. Ensure alignment with the Infrastructure Delivery Management System (IDMS), Infrastructure Procurement and Delivery Management (IPDM) toolkit, and relevant prescripts. Provide technical support in the preparation of tender documentation, bid evaluations, and adjudication processes                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/239</u></b>  | : | <b><u>CHIEF ARTISAN GRADE A GMT (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R499 470 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Ehlanzeni District Ref No: CA/EHL/X25<br>Gert Sibande District Ref No: CA/GERT/X26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 Certificate plus 3-year National Diploma in Civil/ Mechanical (NQF level 6 as recognized by SAQA) plus 3 years as an Artisan Foreman. Drivers licence Knowledge, Skills & competencies: Knowledge in automotive; Knowledge in mechanical and electrical components; Knowledge of power machines, i.e motor; Knowledge of hydraulics system equipment's; Knowledge of electrical and mechanical analogues; knowledge of Relevant legislation and Public Service Regulations; Knowledge of SLAs; Technical and report writing skills; Computer-aided technical applications; Project management Technical design and analysis knowledge.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Administer the maintenance and repairs of roads construction equipment. Render administration services. Render lowbed services. Manage districts plant and equipment workshops. Ensure the promotion of safety in line with statutory and Regulatory requirements. Provide inputs into existing manuals, standards drawing and procedures to incorporate new technology and ensure Quality assurance in line with specification. Compile and submit report as required. Monitor expenditure according to budget to ensure efficient cash flow management. Liaise with relevant Bodies on technical and related matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/240</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: AS/DIR/EHL/06</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Ehlanzeni District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus National Diploma / Degree in Accounting / Financial Management / Public Finance / Cost and Management Accounting (NQF Level 6) Minimum 3 years relevant experience Knowledge, Skills and Competencies: Supervision; policy implementation; planning; records and information management; problem solving; communication; report writing, computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Oversee and review the monitoring of assets in accordance with asset management policies and procedures. Monitor and review the capturing of moveable assets. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Asset verification according to prescribed time frames. Assist with the development of asset management policies and guidelines. Supervise staff to ensure sound moveable asset management. Monitor expenditure patterns of all units. Liaise with suppliers of goods. Compile and reconcile relevant reports.                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms PN Yingwane Tel No: (013) 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/241</u></b>  | : | <b><u>PROPERTY INSPECTOR REF NO: PI/BOH/49</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Bohlabela District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus National Diploma (NQF Level 6) in Real Estate, Property Studies/Property Valuation/Real Estate/Facilities Management. At least three years' relevant experience. Knowledge, Skills and Competencies: Property inspection; facilities management; leases; condition assessment; compliance; reporting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Conduct compliance inspection on provincial owned properties in the District, Verification of properties as they appear on the rates schedule for Local Municipalities, prepare payments. Allocate state owned residential according to waiting list, To recover municipal water, lights and sewerage accounts. Facilitate collection of revenue on monthly basis from the letting of state owned properties. Prepare and distribute invoices and statement of accounts to tenants. Prepare and reconcile debtors control account. Verify provincial owned properties. Render administrative services.                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/242</u></b>  | : | <b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A (ROAD MAINTENANCE) REF NO: ETP/HO/21</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R407 337 per annum, (OSD), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 Certificate plus a National Diploma in Civil Engineering (NQF LEVEL 6). Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Technician (Pr. Technician) with relevant experience. Knowledge, Skills and Competencies: Technical investigation; surveying; design support; measurement; inspection; estimating; contract monitoring; technical reporting.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Conduct technical surveys and inspections; prepare designs, measurements and estimates; monitor contracts; maintain technical records and reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms PN Yingwane Tel No: 013 766 6780<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 37/243</u></b>  | : | <b><u>ENGINEERING TECHNICIAN: (ROAD PROTECTION) REF NO: ET/RO/HO/23 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R407 337 per annum, (OSD), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 Certificate plus a National Diploma in Civil Engineering (NQF Level 6). Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Technician (Pr. Technician) with relevant experience Knowledge, Skills and competencies: Technical investigation, site surveying, and design support for road protection and infrastructure projects, Measurement, inspection, and estimation of quantities and materials for projects, Contract monitoring and technical reporting to ensure compliance with departmental and statutory requirements, Knowledge of relevant legislation, safety, and quality standards in road infrastructure protection, Ability to maintain technical records and provide accurate documentation, Competence in using technical tools, instruments, and relevant computer |

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|                            |   | software, Effective communication and teamwork skills in a multidisciplinary environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Conduct technical surveys and inspections related to road protection and infrastructure assets, Support the preparation of designs, measurements, and cost estimates for road protection works, Monitor the execution of contracts, works, and maintenance to ensure compliance with technical specifications and standards, Maintain and update technical records, inspection reports, and as-built documentation, Liaise with engineers, contractors, and stakeholders to ensure effective project delivery, Ensure adherence to safety, quality, and environmental requirements on all assigned projects, Assist in the implementation of departmental road protection policies and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: 013 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 37/244</u></b>  | : | <b><u>ENGINEER TECHNICIAN (DESIGN AND MATERIAL) REF NO: ETCA//HO/12</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R407 337 per annum, (OSD), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Head Office (                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus 3-year National Diploma in Engineering (NQF LEVEL 6 as recognized by SAQA). Compulsory registration with the Engineering Council of South Africa (ECSA) minimum as a Professional Engineering Technician. Valid drivers' licence and proficiency in computer applications are essential. A relevant work experience in the design and material environment, Knowledge, Skills and Competencies: Sound knowledge of the planning, implementation, and management of Roads maintenance and refurbishment projects in the public sector. Familiarity with relevant legislation, policies, and regulations including the PFMA, CIDB Act, Occupational Health and Safety Act Experience in contract documentation, procurement processes, and administration (JBCC, GCC, or similar). Understanding of Roads Maintenance Environment, life cycle costing, and facilities maintenance management systems. Good knowledge of engineering and maintenance planning software (e.g., Civil Designer, Prokon, AutoCAD). Advanced proficiency in MS Office (Word, Excel, PowerPoint) and project tracking tools. Strong written and verbal communication, negotiation, planning, and organisational skills. Ability to manage contractors and service providers on site and coordinate multiple maintenance teams. |
| <b><u>DUTIES</u></b>       | : | Coordinate design of materials, pavements and methods of treatment. Provide standards and specification for materials and treatment of materials. Prescribe testing methods and execute quality control on materials and processes. Coordinate technical measurements. Prepare technical and performance reports, assist in budgeting processes, and contribute to infrastructure reporting to oversight bodies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/245</u></b>  | : | <b><u>ARTISAN FOREMAN GRADE A (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R397 329 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Mashishing Ref No: AF/MASH/28<br>Piet Retief Hospital Ref No: AF/PIET/30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus Appropriate Trade Test Certificate in artisan discipline (Trade Test / occupational qualification) Three years post qualification experience as an Artisan. Valid driver's license. The candidates must have a and willing to work overtime and standby Knowledge, Skills and Competencies: Technical supervision; work planning; quality control; OHS; materials and tools control; record keeping.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Supervise artisans; plan and allocate work; inspect workmanship; enforce OHS; control tools, materials and records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/246</u></b>  | : | <b><u>ARTISAN FOREMAN GRADE A GMT (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R397 329 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Nkangala Middleburg Ref No: AFGMT/NKA/X33<br>Nkangala Emakhazeni Ref No: AFGM/EMA/133<br>Bohlabela Mashishing Ref No: AFGMT/BOH/X34                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b><u>REQUIREMENTS</u></b>                    | : | Grade 12 plus Trade Test certificate with 3 years as an Artisan. A valid driver's license. The candidates must have a and willing to work overtime and standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer literacy. Knowledge of legal compliance and Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Project Management. Change. Teamwork. Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>                          | : | Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Text repair equipment and facilities according to standards. Quality assurance. Serviced and maintained equipment and or facilities. Ensure adherence to safety standards. Requirements and regulation. Supervise and mentor Artisan.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>                       | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/247</u></b>                     | : | <b><u>SENIOR PROVINCIAL INSPECTOR REF NO: PTI/NK/47</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>                          | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>                          | : | Nkangala District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b>                    | : | Grade 12 plus basic traffic diploma. A minimum of 3 years Traffic Law Enforcement experience. Valid driving licence Code. Applicants must possess no criminal record. Knowledge, skills, and Competencies required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organising skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills. |
| <b><u>DUTIES</u></b>                          | : | Manage and supervise subordinates, enforce Road Traffic, Public Passenger, Transport and other relevant legislations. Examine drive license, motor vehicles and motor compliance at driver license testing centre. Provide visible traffic control/policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Assess road conditions. Mentor and coach provincial inspectors on probation and appointed provincial inspectors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>                       | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/248</u></b><br><b><u>50</u></b> | : | <b><u>STATE ACCOUNTANT (PROPERTY SECTION) REF NO: SA/PRO/GERT/</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>                          | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>                          | : | Gert Sibande District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>                    | : | Grade 12 plus National Diploma (NQF Level 6) in Finance/ Public Administration. Minimum 3 years relevant experience Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Property Management Environment: PFMA, Treasury Regulations, BAS, LOGIS. Title Deeds, Deeds of Sale and other prescripts. Computer literacy, communication skills, negotiations skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>                          | : | Administer payment of property rates and taxes, administer payment of municipal services charges, administer stop order for lease payment and cancellation of stop orders, administer billing of accounts for shared services and private tenants, render reconciliation of debtors and supervise provision of administrative support services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>                       | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/249</u></b>                     | : | <b><u>ADMINISTRATION OFFICER: BELFAST REF NO: ADMIN/OFF/NKA/51</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Nkangala District: Belfast                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus National Diploma in Public Management/Administration / Human Resource (NQF Level 6), plus a minimum of 3 years working experience in the related field. A valid driver's licence. Computer Literacy and PERSAL certificate Knowledge, Skills and Competencies: Office administration; records; correspondence; data capture; client service; computer literacy; reporting.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Administer service condition and benefits, render human resource utilisation and capacity building, coordinate labour relations services, coordinate employee's health and wellness programme services, coordinate security management services, coordinate property administration support services, render financial management support services and supervise provision of administrative support services.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/250</u></b>  | : | <b><u>STATE ACCOUNT (MANAGEMENT ACCOUNTING) REF NO: SA/MA/GERT/52</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Gert Sibande District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | grade 12 plus 3-year National Diploma in Financial/Management Accounting at (NQF level 6) as recognised by SAQA. A minimum of 3 years working experience in the financial management. A valid driving licence. Knowledge, skills and Competencies: Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; People Management. Skills in the following: Numeracy; Computer Literacy in MS Office; Language skills; Presentation; Research; Excellent verbal and written communication skills; Interpersonal relations; Flexibility; Innovation; Organising; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Writing and Reporting; Presenting and Communicating Information; Working with People; Ability to work under pressure. |
| <b><u>DUTIES</u></b>       | : | Assist in the co-ordination of the Budgeting and Planning portfolio; administer the collection of revenue and debtors' management, administer petty cash services, assist in the co-ordination of the reporting portfolio, render bookings for accommodation and Supervise of provision of the administrative support services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/251</u></b>  | : | <b><u>ARTISAN GRADE A: MECHANICAL PLANT: GMT (X9 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R253 341 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Ehlanzeni Tonga Ref No: ART/GMT/Tonga/X102 (X1 Post)<br>Head Office Government Garage Ref No: ART/GMT/GG/X103<br>Gert Sibande Lekwa Ref No: ART/GMT/Lekwa/X104 (X1 Post)<br>Nkangala Middleburg) Ref No: ART/GMT/MidX2/X105 (X2 Posts)<br>Nkangala Siyabuswa Ref No: ART/GMT/NKAX2/X106 (X1 Post)<br>Bohlabela Mashishing Ref No: ART/GMT/MASH/X107 (X2 Posts)<br>Bohlabela Thulamahashe Ref No: ART/GMT/Bohlabela/X108 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus appropriate Trade Test Certificate in Earth moving equipment mechanic, Construction plant mechanic, Tractor Mechanic, or Diesel mechanic plus experience as a Tradesman. The candidates must have a and willing to work overtime and standby Knowledge, Skills and Competencies: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organising skills.                                                      |
| <b><u>DUTIES</u></b>       | : | Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Quality assurance of produced objects. Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and plant against specifications. Service equipment and plant according to                                                                                                                                                                                                                                                                                                                                                                          |

schedule. Quality assures serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Research and literature studies on technical/engineering technology to improve expertise.

**ENQUIRIES** : Mr SI Mazibuko Tel No: (013) 766 6961  
e-Recruitment Mpumalanga

**POST 37/252** : **ARTISAN PRODUCTION GRADE A: PAINTER REF NO: ART/ACORK/40**

**SALARY** : R253 341 per annum, (OSD)  
**CENTRE** : Bohlabela District Arconhoeck  
**REQUIREMENTS** : Grade 12 Certificate plus appropriate Trade Test certificate plus experience as a Tradesman Aid. The candidates must have a and willing to work overtime and standby Knowledge, Skills and Competencies: Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations. Candidates must be willing to work under pressure.

**DUTIES** : Execute artisan production work, repairs, inspections, quality assurance, legal compliance and reporting.

**ENQUIRIES** : Mr SI Mazibuko Tel No: (013) 766 6961  
e-Recruitment Mpumalanga

**POST 37/253** : **ARTISAN PRODUCTION GRADE A: CARPENTER (X2 POSTS)**

**SALARY** : R253 341 per annum, (OSD)  
**CENTRE** : Ehlanzeni Barbeton Ref No: ART/CAP/EHLAN/BARBETON/41  
Gert Sibande Msukaligwa Ref No: ART/CAP/GERT/MSUKA/42  
**REQUIREMENTS** : Grade 12 Certificate plus appropriate Trade Test certificate plus experience as a Tradesman Aid. The candidates must have a and willing to work overtime and standby Knowledge, Skills and Competencies: Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance Technical Reports. Problem solving and analysis, Decision making, Planning and organising, listening and communication skills, good interpersonal relations. Candidates must be willing to work under pressure.

**DUTIES** : Execute artisan production work, repairs, inspections, quality assurance, legal compliance and reporting.

**ENQUIRIES** : Mr SI Mazibuko Tel No: (013) 766 6961  
e-Recruitment Mpumalanga

**POST 37/254** : **ARTISAN PRODUCTION GRADE A: PLUMBER (X2 POSTS)**  
(Re-advertisement)

**SALARY** : R253 341 per annum, (OSD)  
**CENTRE** : Nkangala District Siyabuswa Ref No: ART/PLU/SIY/44  
Nkangala District eMalahleni Ref No: ART/PLU/EMA/92  
**REQUIREMENTS** : Grade 12 Certificate plus appropriate Trade Test certificate plus experience as a Tradesman Aid. The candidates must have a and willing to work overtime and standby Knowledge, Skills and Competencies: Knowledge of Legislative prescripts governing the Public Service, OHS; quality control; record keeping, computer literacy, verbal and written communication skills.

**DUTIES** : Execute and manage plumbing maintenance of department infrastructure. Produce objects with material and equipment According to the job specification and recognized standards. Quality assurance of production objects. Inspect equipment and facilities for Technical Faults. Repair equipment and facilities according to standards Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

**ENQUIRIES** : Mr SI Mazibuko Tel No: (013) 766 6961  
e-Recruitment Mpumalanga

**POST 37/255** : **ARTISAN PRODUCTION GRADE A: BRICKLAYER REF NO: ART/BRIC/VK/45**

**SALARY** : R253 341 per annum, (OSD)  
**CENTRE** : Nkangala District Victor Khanye

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| <b><u>REQUIREMENTS</u></b> | : | Grade 12 Certificate plus appropriate Trade Test certificate plus experience as a Tradesman Aid. The candidates must have a and willing to work overtime and standby Knowledge, Skills and Competencies: Knowledge of Legislative prescripts governing the Public Service, OHS; quality control; record keeping, computer literacy, verbal and written communication skills.                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor tradesman aid and Learners. Execute artisan production work, repairs, inspections, quality assurance, legal compliance and reporting                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 37/256</u></b>  | : | <b><u>ARTISAN PRODUCTION GRADE A: ELECTRICAL REF NO: ART/VIC/46</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R253 341 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Nkangala District Victor Khanye                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus appropriate Trade Test certificate plus experience as a Tradesman Aid. The candidates must have a and willing to work overtime and standby Knowledge, skills, and Competencies required Knowledge of Legislative prescripts governing the Public Service, OHS; quality control; record keeping, computer literacy, verbal and written communication skills.                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Execute artisan production work, repairs, inspections, quality assurance, legal compliance and reporting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr SI Mazibuko Tel No: (013) 766 6961<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 37/257</u></b>  | : | <b><u>ADMINISTRATIVE CLERK PROPERTY REF NO: AC/PROP/BOH/53</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Bohlabela District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus a Higher Certificate in Office Administration/Public Administration (NQF Level 5) Knowledge, Skills and Competencies: Knowledge of clerical duties practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, planning and organizing skills. |
| <b><u>DUTIES</u></b>       | : | Provide administration; maintain records; process transactions and correspondence; support resources, clients and reporting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 37/258</u></b>  | : | <b><u>ROAD WORKS FOREMAN (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Bohlabela Godode CC Ref No: RWF/GODIDE/BO/67<br>Bohlabela Mashishing Ref No: RWF/MASH/BO/68 (Re-advert)<br>Gert Sibande Msukaligwa Ref No: RWF/MSUKA/GERT/69<br>Gert Sibande Albert Luthuli 1 Ref No: RWF/ALBERT/GERT/69                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate and successful completion of Road Work Course will be an added advantage plus a minimum of three years road work maintenance experience. A valid driver's licence. Knowledge Skill and Competencies: Knowledge of legislative prescripts governing public service, computer literacy, organizing and solving skills. Good interpersonal relations.                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Supervise road construction and maintenance work. Execute equipment supervision. Execute safety procedures and control. Oversee onsite training. Ensure compliance with legislations. Oversee staff utilization and staff management. Maintain workers performance management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 37/259</u></b>  | : | <b><u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: ACC/FIN/EHL/54</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Ehlanzeni District                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus a Higher Certificate in Accounting, Finance or Financial Management (NQF Level 5), No experience required. Knowledge Skill and Competencies: Basic accounting; financial systems; reconciliations; records; customer service; computer literacy.                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Capture transactions; process payments and reconciliations; verify documents; maintain financial records and support reporting.                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/260</u></b>  | : | <b><u>ADMIN CLERK HR&amp;A REF NO: ADM/VIC/55</u></b>                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Nkangala District (Victor Khanye)                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus, a Higher Certificate in Office Administration/Public Administration / Human Resource (NQF Level 5. No experience required. Computer Literacy especial PERSAL Knowledge Skill and Competencies: Office administration; records; correspondence; data capture; client service; computer literacy; reporting.                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Provide administration; maintain records; process transactions and correspondence; support resources, clients and reporting.                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/261</u></b>  | : | <b><u>PERSONNEL OFFICER REF NO: PP/NK/EMAL/58</u></b><br>(Re-advertisement)                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Nkangala District (eMalahleni)                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate / Grade plus a Higher Certificate in Human Resource Management/Public Administration / Human Resource (NQF Level 5), No experience required. Computer Literacy especial PERSAL Knowledge, Skills and Competencies: HR administration; PERSAL; appointments; service benefits; leave; records; customer service.                                                                                              |
| <b><u>DUTIES</u></b>       | : | Process HR administration, appointments, services benefits, leave, records, PERSAL transactions and client enquiries.                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/262</u></b>  | : | <b><u>BOILER OPERATOR (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R201 093 per annum (Level 04)                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Bohlabela Lydenburg Ref No: BOI/OPE/LYDENBURG/60 (Re-advert)<br>Nkangala Ref No: NKA/WITBANK//62                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate recognised National Steam Certificate and Experience as Boiler Assistant. Knowledge, Skills and Competencies: Knowledge of Occupational and Safety Act (OHS). Skills- planning, organising, verbal and written communication skills. Candidate must be willing to work overtime and be on standby.                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Ensure Safe Boiler operation in the hospital, ensure correct usage and flow of chemicals, monitor the steam pressure constantly, monitoring the water/fuel level in the boiler, ensure adherence and compliance with Occupational and Health Standards and the Occupational Health and Safety Act, perform administrative functions and supervise Boiler Assistant.                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/263</u></b>  | : | <b><u>MESSANGER/ DRIVER: HRP&amp;A REF NO: MD/EHL/66</u></b>                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R201 093 per annum (Level 04)                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Ehlanzeni District                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Grade 10 certificate or Grade 12 (NQF Level 4), with no experience. A drivers licence. Knowledge, Skill and Competencies: Effective communication (verbal and written); interpersonal relations; planning of work processes; time management. Computer literacy (Ms Word, Excel, PowerPoint.). Hard working; trustworthy; punctuality; accuracy; polite; helpful. Willing to adapt work schedule in accordance with office requirements. |

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| <b><u>DUTIES</u></b>        | : | Perform general messenger and delivery services. Sort and arrange correspondences in the registry. Collect submissions and other documents from the assigned office. Ensure that documents to be delivered are recorded on the outgoing book. Sort mail, files, documents and parcels. Render delivery services. Ensure that items to collect are sealed and addressed. Deliver mail, files, documents and parcels to addressees. Deliver submissions between offices. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents. Render auxiliary administrative support as required. Support the security profile of the office. Support registry related activities. Support operator related activities. |
| <b><u>ENQUIRIES</u></b>     | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/264</u></b>   | : | <b><u>ROAD OPERATOR (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY CENTRE</u></b> | : | R170 226 per annum (Level 03)<br>Ehlanzeni District Driekoppies Ref No: RO/DRIE/70<br>Nkangala District Thembisile Hani Ref No: RO/THEM/71<br>Nkangala District Victor Khanye Ref No: DO/VK/72                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 10 (NQF Level 3), together with the appropriate plant operator certificate and valid driver's license Code EC. Occupational Health and Safety certificate for the equipment to be operated will be an added advantage. Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations. Experience in operating specialised equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>        | : | Operate specialized equipment. Load and off load goods/ equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles machineries, Application of safety and precaution measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-graveling /shoulder maintenance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>     | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/265</u></b>   | : | <b><u>ROAD WORKER (X7 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b> | : | R170 226 per annum (Level 03)<br>Gert Sibande District Albert Luthuli I Ref No: RW/ALBET 1/73<br>Gert Sibande District Mkhondo Ref No: RW /MKHO/77<br>Nkangala District Morete Ref No: RW /MORE/80<br>Nkangala District Steve Tshwete Ref No: RW /STEVE T/83<br>Nkangala District Thembisile Ref No: RW /THEM/85 (X2 Posts)<br>Ehlanzeni District Mbombela Ref No: RW /MBO/87                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 10 certificate with no work experience. Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>        | : | Render patch work, bush clearing, erect road signs, clean drainage and remove rubbish on the road. Execute any activities that will relate to any road maintenance as and when required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>     | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/266</u></b>   | : | <b><u>TRADESMAN AID (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY CENTRE</u></b> | : | R170 226 per annum (Level 03)<br>Ehlanzeni Tonga Ref No: TA/TONGA/88<br>Bohlabela Sabie Hospital Ref No: TA/SABIE/92                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 10 with no experience. Knowledge, skills and Competencies: Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>        | : | Carry out instructions from supervisor. Safely keeping of tools. Report minor fault detected to the artisan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>     | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/267</u></b>   | : | <b><u>TRADESMAN AID GMT (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>        | : | R170 226 per annum (Level 03)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <b><u>CENTRE</u></b>       | : | Ehlanzeni Ref No: TA/GMT/EHL/79<br>Gert Sibande Msukaligwa Ref No: TA/GMT/MSUKT/81<br>Nkangala Middelburg Ref No: TA/GMT/NKA/82<br>Bohlabela Mashishing Ref No: TA/GMT/BOHLA/83                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Grade 10 with no experience. Knowledge, Skills and Competencies: Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Assist Artisans with regards to repair and maintained work in Government Buildings. Taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off-loading of tools as well as material, check faults for repairs and maintenance required and housekeeping of workshop and plant rooms to insure compliance with regards to Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 37/268</u></b>  | : | <b><u>ASSISTANT BOILER REF NO: ABINK/64</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R144 024 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Nkangala District Witbank Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate / Grade 12 (NQF Level 4), National Steam certificate will be an added advantage. No experience required Knowledge, Skills and Competencies: Knowledge of Occupational and Safety Act (OHS). Skills- planning, organising, verbal and written communication skills. Candidate must be willing to work overtime and be on standby.                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Provide support to the operation of the boiler and maintain and adhere to safe working environment in accordance to the Occupational Health and safety Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 37/269</u></b>  | : | <b><u>CLEANER (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R144 024 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Nkangala Steve Tshwete Ref No: CLE/STEVE/84 (X1 Post)<br>Pilgrims Rest Ref No: CLE/PR/85 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Grade 10 (ABET) with no experience. Knowledge Skill and Competencies: Knowledge in cleaning with detergents, knowledge of Occupational Health and Safety. Ability to read and write and how to operation cleaning machinery. Listening and communication skills. Good interpersonal relations.                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Clean and maintain floors, offices, toilets, and kitchen areas. Sweep, dust, vacuum, and disinfect surfaces. Empty bins and remove waste. Keep cleaning materials and equipment in good condition. Report broken machines and request cleaning supplies as needed.                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PI Komanisi Tel No: (013) 766 6828<br>e-Recruitment Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CLOSING DATE</u></b> | : | 09 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

**OTHER POSTS**

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| <b><u>POST 37/270</u></b>  | : | <b><u>LECTURER: AGRONOMY (ELSENBURG) REF NO: AGR 20/2026 R1</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R413 001 – R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Department of Agriculture, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Proven knowledge of the following: Agronomy Production and Pasture management; Vegetable crops produced and alternative crops produced in the Western Cape; Presentation; Verbal and Written communication skills; Computer literacy; Leadership, Planning and Organising skills; Formal training and presentation. |
| <b><u>DUTIES</u></b>       | : | Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibilities; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms B Abrahams Tel No: (021) 808 5480.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/271</u></b>  | : | <b><u>LECTURER: HORTICULTURE &amp; POMOLOGY (ELSENBURG) REF NO: AGR 72/2025 R1</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R413 001 – R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Department of Agriculture, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 4-year BSc degree (equivalent or higher qualification) majoring in Horticulture; A minimum of 3 years appropriate experience in Horticulture; A valid driving license (Code B or higher). Competencies: Proven knowledge of Pome fruit, Stone fruit, and Citrus fruit production; Skills in the following: Written and verbal communication; Proven computer literacy; Leadership, planning and organising; Formal training and presentation.                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of applicable                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                            |   | prescripts, policies, procedure, technologies and new developments in the subject field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>ENQUIRIES</b>           | : | Mr Ernst Moiler Tel No: (021) 808 5456                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POST 37/272</b>         | : | <b><u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION (RIVIERSONDEREND TYGERHOEK) REF NO: AGR 56/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SALARY</b>              | : | Grade A: R407 337 per annum<br>Grade C: R610 131 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CENTRE REQUIREMENTS</b> | : | Department of Agriculture, Western Cape Government<br>National Diploma in Soil Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Competencies: Knowledge of the following: Soil Science research trials; Major small grain crops in the Western Cape; Soils in the Western Cape climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Ability to work independently and as part of a team. |
| <b>DUTIES</b>              | : | Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>ENQUIRIES</b>           | : | Ms A Swanepoel Tel No: (021) 808 5320.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

|                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>CLOSING DATE</b> | : | 09 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>NOTE</b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

#### **OTHER POSTS**

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| <b>POST 37/273</b>         | : | <b><u>DRIVER WITH SECONDARY FUNCTIONS: BLAAUWBERG REGION (TYGERBERG) REF NO: CAS 29/2026</u></b>                                                                                                                                                                                                                                                                                 |
| <b>SALARY</b>              | : | R201 093 - R236 877 per annum (Level 04)                                                                                                                                                                                                                                                                                                                                         |
| <b>CENTRE REQUIREMENTS</b> | : | Department of Cultural Affairs and Sport, Western Cape Government<br>Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1-year relevant experience; A valid Code B (or higher) driving licence with a valid Professional Driving Permit (PrDP). Competencies: Knowledge of the following: Procedures to operate the motor vehicle e.g. procedures to obtain |

trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre); Prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes the motor vehicle can be utilised, what are the requirements for the storage of the vehicle; Procedures to ensure that the motor vehicle is maintained properly; Procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies; City(ies) in which the functions will be performed. Skills in the following: Numeracy; Literacy; Driving.

**DUTIES** : Core driver function; Drive light and medium motor vehicles to transport passengers and deliver other items (equipment, mail and documents); Monitor and records routine maintenance on the allocated vehicle(s) and report defects timely; Complete all the required and prescribed records and logbooks with regards to the vehicle and the goods handled; Render a clerical support/messenger service in the relevant office: Collect and deliver documentation and related items in the department; Copy, scan, e-mail and make photocopies; Assist in registry, stationary store, or other general administration; Assist with preparing for monitoring visits; Load and offload vehicles; Assist with tasks during visits to libraries; Assist with Asset verification and asset controlling ( books or equipment and furniture); Assist with checking lists and items issued or received on lists; Assist with handling new consignment lists; Ad hoc tasks as determined by the supervisor.

**ENQUIRIES** : Ms A Bromkamp Tel No: (021) 481 0213.  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 37/274** : **LIBRARY AID: FINANCE: LIBRARY ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 30/2026**

**SALARY** : R144 024 – R169 656 per annum (Level 02)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Grade 10 (or equivalent qualification). Competencies: Basic communication skills; Numeracy; Computer literacy.

**DUTIES** : Preparation of library material for payments; Deliver and unpack books; Collect lists from Cataloguing; Assist with Library Material Processing and Distribution.

**ENQUIRIES** : Ms. M. Hendricks Tel No: (021) 4832436  
**APPLICATIONS** : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1.Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or 2.Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or 3.Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 09 November 2026

**NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting

documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POST

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| <b><u>POST 37/275</u></b>  | : | <b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 28/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Department of Economic Development and Tourism, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | A relevant tertiary qualification at NQF Level 7 (Bachelor's Degree / Advanced Diploma) equivalent or higher; A minimum of 3 years Supply Chain Management experience at supervisory level. Competencies: Knowledge of the following: Human resources management function; Constitutional, legal, and institutional arrangements governing the South African public sector; Provincial policy development processes; Financial management processes; Strategic sourcing and Preferential Procurement/BEE; Procurement activities; Procurement policies, procedures, and contract management; Client needs, planning and organising interpretation of policy matters; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions); SCM Systems (Syspro, Logis, Integrated Procurement System, Basic Accounting System). Skills in the following: Numeracy; Computer Literacy; Language skills; Economic; Financial Analysis; Problem-solving; Team-building and strong interpersonal; Presentation; Project management; Communication (verbal and written); Planning, organising and people-management; Ability to work independently and as part of a team; Ability to work under pressure and to cope with high workload. |
| <b><u>DUTIES</u></b>       | : | Perform the functional operation regarding Acquisition and Logistics Management; Perform the functional operation regarding Demand Management; Perform the functional operation regarding Contract Management; Provide Human Resource and Financial Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms T Malgas Tel No: (021) 483 9148.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

#### DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CLOSING DATE</u></b> | : | 09 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are |

consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

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| <b><u>POST 37/276</u></b>  | : | <b><u>ASSISTANT DIRECTOR: OFFICE OF THE HOD REF NO: EADP 19/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R487 197 – R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Department of Environmental Affairs and Development Planning, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 6 (equivalent or higher); A minimum of 3 years relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit. |
| <b><u>DUTIES</u></b>       | : | Render secretariat support to the HOD; Render an Administrative Support Service; Communication and Liaison; Managerial functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Mr Gerhard Gerber Tel No: (021) 483 8315                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/277</u></b>  | : | <b><u>ENVIRONMENTAL SUPPORT OFFICER: WASTE MANAGEMENT LICENSING REF NO: EADP 21/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R413 001 - R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Department of Environmental Affairs and Development Planning, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 6 (equivalent or higher) as recognised by SAQA; A minimum of 3 years administrative experience. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies, and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook); Supervisory; Communication (written and verbal, literacy and language skills); Numeracy; Accounting, Finance and Audit; Project Management; Ability to work independently and as part of a team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Facilitate procedural and administrative functions aligned with operational compliance; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting, and reporting functions; Asset management; Perform supervisory functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lance McBain-Charles Tel No: (021) 483 2747.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>POST 37/278</b>         | : | <b><u>ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): COASTAL MANAGEMENT REF NO: EADP 20/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | Grade A: R357 597 - R395 352 per annum, (OSD as prescribed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Department of Environmental Affairs and Development Planning, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognised 3-year B-Degree or Diploma (or equivalent qualification) in Environmental, Natural, Earth or Engineering Sciences; A valid (Code B or higher) driving licence. Competencies: Working knowledge of the following: Coastal and environmental management and ecological process; Relevant coastal, environmental and estuary legislation; Coastal, environmental and estuary management; Project management; Facilitation / stakeholder engagements. Skills in the following: Driving; Typing; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Language skills; Information Technology; Report writing; Honesty and Integrity; Timeframes; Excellent communication and presentation skills; Ability to work independently and as part of a team. |
| <b><u>DUTIES</u></b>       | : | Providing technical advice in support of the administration and implementation of NEM: ICMA and other applicable legislation, policies and strategies pertaining to coastal and estuary management; Supporting the administration and implementation of the NEM: ICMA and other applicable legislation, regulations, policies and strategies pertaining to coastal management; Support compliance and enforcement of NEM: ICMA; Support the implementation of the Provincial Estuarine Management Programme which gives effect to the NEM: ICM Act: National Estuarine Management Protocol; Supporting project, administrative and financial management.                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms Marlene Laros (email: <a href="mailto:Marlene.Laros@westerncape.gov.za">Marlene.Laros@westerncape.gov.za</a> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

#### **DEPARTMENT OF HEALTH AND WELLNESS**

*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                            |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2026, 17:00PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. |

#### **MANAGEMENT ECHELON**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>POST 37/279</b>         | : | <b><u>CHIEF DIRECTOR: FACILITIES AND INFRASTRUCTURE MANAGEMENT</u></b><br>Directorate: Facilities and Infrastructure Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R1 554 696 per annum, (A portion of the package can be structured according to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) within a Built related environment as recognized by SAQA with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/</a> . All costs associated herewith are the responsibility of the applicant). Experience: Extensive experience in health infrastructure management with the focus on planning and maintenance. 8 to 10 years' post qualifications experience within a Built related environment. Inherent requirement of the job: Valid driver's license and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of health |

## **DUTIES**

infrastructure management. Knowledge and working experience with legislation, regulatory framework, policies and best practices. Strong leadership in terms of strategic planning, and project management. Knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Computer literacy (Ms Office).

: Manage the development and implementation of infrastructure policies, norms, standards, planning frameworks, business cases and strategic plans. Build and steward strategic relationships with intergovernmental, institutional and external partnership to enable coordinated infrastructure planning and delivery, proactively resolve dependencies and delivery constraints, and ensure shared accountability for infrastructure outcomes. Monitor project delivery, performance, commissioning and compliance with approved plans, standards and Service Delivery Agreements. Oversee the planning, procurement, commissioning, maintenance, and lifecycle management, of medical equipment, moveable assets and health technology. Develop and implement relevant policies, standards and procurement requirements to ensure functionality, value for money and service continuity. Responsible to lead the development of the Chief Directorate's strategic planning process. Development and management of the strategic and business plans for the Chief Directorate including change management. Build and steward strategic relationships with intergovernmental, institutional and external partnership to enable coordinated infrastructure planning and delivery, proactively resolve dependencies and delivery constraints, and ensure shared accountability for infrastructure outcomes. Manage the corporate service of the Chief Directorate. This includes Financial, Supply Chain, and People Management. Provide strategic leadership and oversight for nutrition and food services, security services, laundry and linen services, cleaning and hygiene services, waste management, environmental health, occupational and equipment safety, estate management and other facilities management support services through the development, implement and monitoring of policies, norms, standards and service delivery framework. Drive sustainable, climate resilience, utilities management, energy efficiency, digital enablement and facilities modernisation initiatives to enhance operational resilience, service continuity and value for money.

## **ENQUIRIES NOTE**

: Ms N Nkosi Tel No: (021) 483-5490  
: No payment of any kind is required when applying for this post. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

## **OTHER POSTS**

### **POST 37/280**

: **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALITY: PAEDIATRIC CRITICAL CARE)**

### **SALARY**

: Grade 1: R1 615 818 per annum  
Grade 2: R1 844 151 per annum  
Grade 3: R2 014 278 per annum  
(A portion of the package can be structured according to the individual's personal needs.)

### **CENTRE REQUIREMENTS**

: Tygerberg Hospital, Parow Valley  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Critical Care. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatric Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Appropriate experience working in Paediatric Critical Care. Appropriate experience in Paediatric

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|                            |   | Critical Care of post-cardiac surgery patients. Ability to function independently at a level of a Specialist in Paediatric Critical Care. Demonstrated interest in Paediatric Critical Care research. Working with multi-disciplinary teams. Computer literacy (e.g. Word, Excel, PowerPoint, etc.).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | To render a comprehensive clinical service in Paediatric Critical Care. To provide clinical teaching in Paediatric Critical Care. To engage in Paediatric Critical Care research. Ecosystem support.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Prof P Goussard Tel No: (021) 938-9220                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatric Critical Care with the relevant council (including individuals who must apply for change in registration status)".                                                                                                                                                                                |
| <b><u>POST 37/281</u></b>  | : | <b><u>MANAGER: MEDICAL SERVICES GRADE 1</u></b><br>West Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | Grade 1: R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Citrusdal Hospital, Cederberg Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour's work. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services. |
| <b><u>DUTIES</u></b>       | : | Strategic and operational management of all health services in the Cederberg Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Cederberg Sub-district in order to ensure support of the patient centred experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service delivery of all the health service platforms in the Cederberg Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.                       |
| <b><u>ENQUIRIES</u></b>    | : | Mr W Caesar Tel No: (022) 814-0301                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render managerial and clinical services across institutions in the Ecosystem, as needed to sustain health service delivery. Candidates may be subjected to a competency test. Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 37/282</u></b>  | : | <b><u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2)</u></b><br>Chief Directorate: Rural Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R1 069 215 per annum, (A portion of the package can be structured according to the individual's personal needs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Paarl Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a                                                                                                                                                                                                                                                                                                                                                                 |

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|                            | professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to be on call and available in cases of emergency. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks. Knowledge of quality assurance, infection prevention control and occupational health and safety. Demonstratable knowledge and experience of human resource and financial management. Good organizational, interpersonal, leadership, research and creative problem solving skills. Ability to communicate (written and verbal) and the ability to work on MS packages (Word, Excel, PowerPoint and Outlook).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : Provide guidance and leadership towards the realization of strategic goals and objectives in participation with the executive management team. Provide professional, technical and management support for the provision of high-quality patient care through the management of nursing care programs. Develop and monitor the implementation of nursing policies, programmes regulations, practices, procedures and standards pertaining to nursing care. Responsible for clinical governance for nursing services and advocate to ensure the promotion of nursing ethos and professionalism. Ensure the efficient financial planning, control, and effective use of resources in areas such as procurement, budget control, assets and service prioritisation. Comprehensive human resource management, including staff development, motivation and performance improvement. Utilising technology and other information systems to collect, monitor and analyse data in order to enhance service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to the benefit of holistic patient care. Able to apply stakeholder engagement, change management and continuous improvement principles to the benefit of the patients and staff of Paarl Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : Mr FM van der Watt, email: <a href="mailto:Francois.vanderwatt@westerncape.gov.za">Francois.vanderwatt@westerncape.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency and practical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/283</u></b>  | : <b><u>MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : Grade 1: R1 041 402 per annum<br>Grade 2: R1 188 255 per annum<br>Grade 3: R1 375 245 per annum<br>(A portion of the package can be structured according to the individual's personal needs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : Karl Bremer Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license. Willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high-quality Emergency Medicine service and appropriate experience in Emergency Medicine at District level. Strong ethical |

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|                            |   | principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Clinical service delivery in Emergency Medicine, performed in all areas of the Emergency Center Complex, including short stay units, with relevant procedural interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training & research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Emergency Medicine within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Emergency Medicine in the Metro East ecosystem.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Dr M Abrams Tel No: (021) 918-1904                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/284</u></b>  | : | <b><u>MEDICAL OFFICER GRADE 1 TO 3 (STAFF/OCCUPATIONAL HEALTH CLINIC)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | Grade 1: R1 041 402 per annum<br>Grade 2: R1 188 255 per annum<br>Grade 3: R1 375 245 per annum<br>(A portion of the package can be structured according to the individual's personal needs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Office of the Chief Director: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's licence. Travelling to health facilities throughout the Cape Metro area. Post Graduate Diploma in Occupational Health (DOH). Willingness to participate in Commuted Overtime if operational requirements so demand. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Health risk management (HRA, Occ. Hygiene report assessment). Knowledge of Medical Adjudication (return to work medicals) and District Health services. |
| <b><u>DUTIES</u></b>       | : | Establish, manage Occupational Health service and Monitoring and evaluation of all occupational illnesses and injuries. Hazard identification and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

risk management and Workplace Health Risk Assessments (HRA) and development of occupational risk exposure profiles. Policy Review, Formulation, Maintenance and Disseminate policies and procedures to enhance the safety of staff in the institute. OHS Services management, administration, and Governance of management structures. Provide occupational health technical input on procurement, education and training within areas of control, develop staff literacy on occupational Health and Safety principles, practices and guidelines within the district and the facilities. Documentation, Data management and reporting.

**ENQUIRIES  
NOTE**

- : Ms R Vallie Tel No: (021) 815-8685
- : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**POST 37/285**

- : **MEDICAL OFFICER GRADE 1 TO 3 (CLINICAL HUB)**  
Chief Directorate: Emergency And Clinical Support Services

**SALARY**

- : Grade 1: R1 041 402 per annum  
Grade 2: R1 188 255 per annum  
Grade 3: R1 375 245 per annum  
(A portion of the package can be structured according to the individual's personal needs.)

**CENTRE  
REQUIREMENTS**

- : Emergency Medical Services
- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid code (B/EB) drivers licence. Willingness to participate in after-hours operational support when required. Ability to work within a dynamic healthcare environment. Ability to make independent clinical decisions and provide clinical leadership. Competencies (knowledge/skills): Knowledge of healthcare systems, emergency care pathways and patient referral processes. Knowledge of clinical governance, patient safety and quality improvement methodologies. Understanding of emergency medical services and health system integration. Ability to perform telephonic clinical assessments and risk stratification. Strong communication, presentation and interpersonal skills. Excellent analytical, problem-solving and decision-making abilities. Computer literacy in Microsoft Office applications. Ability to establish and maintain effective partnerships with healthcare providers and stakeholders.

**DUTIES**

- : Provide clinical leadership and governance within the EMS Clinical Hub. Conduct telephonic clinical assessment, prioritisation and risk stratification of selected patients. Support appropriate EMS resource allocation, escalation and patient navigation. Provide clinical oversight of alternative care pathways, including Hear and Treat, Hear and Refer and non-conveyance. Coordinate care across EMS, Primary Healthcare, Community Based Services, Palliative

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|                     |   | Care and Emergency Centre pathways. Develop, review and maintain clinical protocols, guidelines and standard operating procedures. Monitor patient safety, clinical quality and adherence to governance requirements. Analyse and report on clinical activity, outcomes and service performance. Provide training, mentoring and clinical support to EMS and Clinical Hub staff. Support service redesign initiatives to improve access to care and patient outcomes. Contribute to evaluation and continuous improvement of the Clinical Hub model.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>ENQUIRIES</b>    | : | Dr K Meyer Tel No: (021) 508-4502                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>NOTE</b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>POST 37/286</b>  | : | <b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (MENTAL MALE HIGH CARE UNIT)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SALARY</b>       | : | R720 819 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>CENTRE</b>       | : | Valkenburg Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>REQUIREMENTS</b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science after obtaining the one-year post-basic qualification in Advanced Psychiatric Nursing Science(R212) or a post-graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Work night duty on a planned schedule to relief the night manager. A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills. The ability to communicate (verbal and written). |
| <b>DUTIES</b>       | : | Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationships amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ENQUIRIES</b>    | : | Mr V Nel Tel No: (021) 826-5801                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>NOTE</b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>POST 37/287</b>  | : | <b><u>DEPUTY DIRECTOR: MANAGER HOSPITAL DEVELOPMENT (5/8TH POST)</u></b><br>Directorate: Facilities and Infrastructure Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>SALARY</b>       | : | R582 684 (5/8th) per annum, (A portion of the package can be structured according to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>CENTRE</b>       | : | Tygerberg Hospital, Redevelopment Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>REQUIREMENTS</b> | : | Minimum educational qualification: An appropriate qualification (NQF level 7) in a related field (Business Administration / Economics or Property Studies). Experience: Appropriate experience in the role of Manager or Senior Manager at complex institutions involving multiple stakeholders and professional disciplines. Appropriate experience in planning and/or delivery of PPP projects. Appropriate experience in infrastructure project management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                          |   | Appropriate experience in Health facility management. Appropriate experience in Stakeholder engagement. Appropriate experience in public Private Partnerships (PPP) from inception to implementation (i.e. drafting of PPP contract documentation, negotiations and implementation). Appropriate experience in contract management. Inherent requirements of the job: Ability to work extended hours (after hours and weekends) when required. Valid driver's license Code B/EB. Competencies (knowledge/skills): Knowledge and experience of programme and project management processes and methodologies related to the health environment, including planning, financial management, information systems, monitoring, and reporting. Knowledge and experience of relevant public sector legislation (e.g., PFMA) and infrastructure delivery processes and systems, with reference to the National Treasury PPP Regulation 16. Advanced computer literacy (Microsoft Office) and ability to use Project Management and graphics applications. Excellent verbal and written communication skills including presentations. The ability to independently analyse information and produce documents of a high standard. |
| <b><u>DUTIES</u></b>                     | : | Strategic planning for the redevelopment, management and implementation of the PPP central hospital project. Engage with relevant stakeholders of affected institutions in the project cycle and ensure on going consultation and buy-in from relevant stakeholders. Assist the Director with the development of Request for Proposal (RFP) documentation for a new Central Hospital. Assist the Director with negotiations and management of the PPP contract as directed. Budget management updating of expenditure and output targets. Assist the Director with administration and development functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES NOTE</u></b>             | : | Mr K Langenhoven at (084) 257-7170                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/288</u></b>                | : | <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE ADMINISTRATION)</u></b><br>Directorate: People Management Planning and Practices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R487 197 per annum<br>Head Office, Cape Town<br>Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent in Human Resources or related field. Experience: Extensive experience in People Administration. Appropriate supervisory or management experience. Extensive experience in PERSAL and Conditions of Service. Inherent requirements of the job: A valid Code B/EB driver's license. Competencies (knowledge/skills): Sound knowledge of relevant government and departmental policies, legislation and People Administration practices. Good managerial, strategic thinking and planning skills. Strong computer literacy, including proficiency in Microsoft Office. Sound knowledge of employee relations practices and policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>                     | : | Manage People Administration services for Head Office, including appointments, secondments, transfers, probation, OSD matters, terminations, allowances and leave administration. Coordinate transversal People Administration functions, including Long Service Awards, SMS employment contracts and related transversal matters. Manage PERSAL, salaries and allowances, ensuring accurate and compliant administration. Coordinate audit and compliance requirements, including HR audits, Internal Audit and Auditor-General processes for Head Office. Administer ORW and financial disclosure requirements for Head Office. Optimal management and development of staff in the component. Provide advice and guidance to Head Office management and institutions on People Administration policies, practices and Conditions of Service.                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES NOTE</u></b>             | : | Mr HC Herbert Tel No: (021) 483-4029                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                          | : | No payment of any kind is required when applying for this post. Applicants will be required to undergo practical and competency testing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 37/289</u></b>                | : | <b><u>ORAL HYGIENIST GRADE 1 TO 3</u></b><br>Cape Winelands Health District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>                     | : | Grade 1: R413 121 per annum<br>Grade 2: R482 499 per annum<br>Grade 3: R564 822 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Breede Valley Sub-district, (PHC Support Outreach)<br>Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

(HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as Oral Hygienist. Experience: **Grade 1:** None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code EB driver's licence. Competencies (knowledge/skills): Ability to function independently, as well as in a multi-disciplinary team. Good communication, interpersonal and organising skills, Problem-solving abilities and analytical thinking. Computer literacy (MS Word, Excel and PowerPoint).

**DUTIES** : Organise and conduct oral health promotion campaigns throughout the Breede Valley Sub District. Rendering of preventive and other oral health services throughout the Breede Valley Sub District at all identified clinics, at creches and schools. Referral to dentist and other health care professionals. Monitoring and evaluation of preventive programmes. Performing administrative duties. Quality Clinical Governance. Professional Ethics. Training. Support Functions.

**ENQUIRIES** : Ms A Theron Tel No: (023) 348-1316  
**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery

**POST 37/290** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)**  
 Directorate: Financial Accounting

**SALARY** : R413 001 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent in Accounting/Auditing, or any other relevant qualification inclusive of Financial Accounting III. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Inherent requirements of the job: A valid code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Practical experience with compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spreadsheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Working experience of International Financial Reporting Standards (IFRS) and/ or International Standards on Auditing. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting. Practice (GRAP) Standards.

**DUTIES** : Overall assessment of AFS Template and analysis of the Modified Cash Standard. Compilation of Interim and Annual Financial Statements and assist with implementation/compliance iro AFS Disclosure Notes inputs. Provide guidance/advice around accounting issues iro AFS. Research, analyse and compile implementation plans iro Accounting standards. Compliance:

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| <b>ENQUIRIES<br/>NOTE</b>      | : | Monthly/quarterly disclosure/financial reporting. Research, analyse and interpret accounting information. Project Management. Supervisory functions.<br>Mr MN Davids Tel No: (021) 483-3176<br>No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a computer literacy test and presentation as part of the evaluation process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>POST 37/291</b>             | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (NURSING RELIEF TEAM)</u></b><br>(3 Month Contract)<br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SALARY</b>                  | : | Grade 1: R337 359 per annum<br>Grade 2: R411 978 per annum<br>Grade 3: R495 423 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CENTRE<br/>REQUIREMENTS</b> | : | Alexandra Hospital<br>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills and Report Writing. Appropriate experience in comprehensive nursing treatment and care to patients in a Mental Health Unit. |
| <b>DUTIES</b>                  | : | Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>ENQUIRIES<br/>NOTE</b>      | : | Ms JE Isaacs Tel No: (021) 503-5000/5156<br>No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>POST 37/292</b>             | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>SALARY</b>                  | : | Grade 1: R337 359 per annum<br>Grade 2: R411 978 per annum<br>Grade 3: R495 423 per annum<br>(Plus non pensionable rural allowance of 8% of your annual basic salary).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CENTRE<br/>REQUIREMENTS</b> | : | Ladismith Clinic, Kannaland Sub-district<br>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent                                                                                                                                                                                                                                                                                                                                                 |

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|                            |   | requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Labuschagne Tel No: (028) 551-1010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery. |
| <b><u>POST 37/293</u></b>  | : | <b><u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | Grade 1: R275 340 per annum<br>Grade 2: R318 666 per annum<br>Grade 3: R343 761 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Mitchells Plain CHC (X1 Post)<br>Mitchells Plain District Hospital (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic) or as Pharmacist Assistant (Post-Basic) (Institutional). Experience: <b>Grade 1:</b> None after registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC.                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Dispensing and capturing prescriptions under supervision of pharmacists. Receiving stock from supplier and capturing thereof and stock control management. Ordering and issuing stock. Manufacturing mixtures under the supervision of the pharmacist. Provide instructions regarding the correct use of medicines supplied. Provide information to individuals to promote health. Support and assist pharmacist with regards to administrative tasks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Roomanay Tel No: (021) 370-5128                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment.                                                                                                                                                                                                                                     |
| <b><u>POST 37/294</u></b>  | : | <b><u>ADMINISTRATION CLERK: FINANCE</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b><u>CENTRE REQUIREMENTS</u></b>        | : | New Somerset Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate Experience in Financial Management, specifically focused on Creditor Management and Asset & Liability Accounting. Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy. Numerical skills. Ability to interpret and apply policies. Systematic thinking and attention to detail.                                                                                                                   |
| <b><u>DUTIES</u></b>                     | : | Capturing and processing of Logis and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Confirming accuracy, completeness and validity of payment supporting documentation. Batching and filing of supporting documentation. Timeous resolution of supplier and management queries. Reconciliation of Creditors' Statements monthly and remittance of payments made. Monitoring and clearing of Asset and Liability accounts reporting on a monthly basis. Processing of Journals to correct incorrect expenditure. Allocation of expenditure according to the correct SCOA. Provide assistance and support within the Finance and Supply Chain Management components.                     |
| <b><u>ENQUIRIES NOTE</u></b>             | : | Mr S Isaacs Tel No: (021) 402-6217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | : | No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 37/295</u></b>                | : | <b><u>ADMINISTRATION CLERK: SUPPORT (MEDICAL RECORDS)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | : | Brackengate Transitional Care Facility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                          | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Medical Records environment in a hospital setting. Appropriate experience in patient administration. Inherent requirements of the job: Valid driver's license. Expected to travel between Western Cape Rehabilitation Centre and Brackengate Transitional Care Facility to provide support when operationally required. Willingness to provide support within the Admissions and Fees departments when operationally required. Competencies (knowledge/skills): Knowledge of data capturing, preparation, quality assurance of files. Knowledge of the Western Cape Archive Act. Computer literacy (MS Word, Excel). Knowledge of Clinicom System. |
| <b><u>DUTIES</u></b>                     | : | To deliver an effective medical records service to the hospital. To manage and maintain patient files. Archiving and disposal of patient files. Collect, compile and submit statistics to supervisor. Printing of reports and retrieving files for various departments. Provide effective support to supervisor, colleagues and other departments.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES NOTE</u></b>             | : | Mr A Peters Tel No: (021) 834-5834                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/296</u></b>                | : | <b><u>ADMINISTRATION CLERK: FINANCE (EXPENDITURE CONTROL)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | : | Victoria Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                          | : | Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject. Experience: Appropriate and relevant experience of Creditors Maintenance. Experience of Bas and Logis. Competencies (knowledge/skills): Analytical thinking, planning and organisational skills. Knowledge of ESL, and EPS systems. Computer literate (MS Office: Excel, Word and Outlook). Good interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations and Procurement and Finance related prescripts.                                                                                                                                                      |
| <b><u>DUTIES</u></b>                     | : | Verify and process creditor's payments within the 30day payment threshold on Logis & Bas. Apply and verify SCOA application. Perform supplier reconciliations and accounts maintenance. Document control and timeous resolution of supplier and management queries. Maintain an accurate accounting system. Perform relief duties and assist with general tasks within Supply Chain Management Maintain accurate filling system.                                                                                                                                                                                                                                                                                                                                  |

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| <b>ENQUIRIES</b>    | : | Ms A Delcarme Tel No: (021) 799-1289 or email: <a href="mailto:Andrea.Delcarme@westerncape.gov.za">Andrea.Delcarme@westerncape.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>NOTE</b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POST 37/297</b>  | : | <b><u>ADMINISTRATION CLERK: SUPPORT (TRANSPORT)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SALARY</b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CENTRE</b>       | : | Tygerberg Hospital, Parow Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>REQUIREMENTS</b> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Transport and Support Services experience. Inherent requirement of the job: Valid (Code B) driver's licence. Willingness to rotate to other departments within the support service component if the need arises. Competencies (knowledge/skills): Appropriate computer skills in MS Office (MS Word, Excel, Outlook). Appropriate administrative experience and knowledge of policies and practices. Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circular 4 of 2000 and Government Motor Transport Handbook Version 1 of 2019. Good interpersonal skills, organizational skills, the ability to function under pressure and maintain confidentiality and excellent communication skills (verbal and written). Ability to accept accountability, responsibility to work independently, good interpersonal skills and sober habits. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Applied knowledge of the Transport Handbook 1 of 2019. Knowledge on PERMIS/SPMS system. Working knowledge and understanding of the legislative framework governing the Public Service. |
| <b>DUTIES</b>       | : | Provide an effective administrative service to the Support Services component. Responsible for Fleet management and ensure that vehicles are maintained (roadworthy, clean, regularly serviced and inspected). Capturing of Odometers and log sheets for audit purposes. Ensure that all accidents reports are captured. Provide a support function to the Supervisor with regards to prevention and reporting of misuse of Government Motor Transport and fraud investigation. Complete and maintain registers. Effective control and ordering of stock and equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>ENQUIRIES</b>    | : | Ms D Mentor Tel No: (021) 938-4243                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>NOTE</b>         | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>POST 37/298</b>  | : | <b><u>STAFF NURSE GRADE 1 TO 3</u></b><br>West Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SALARY</b>       | : | Grade 1: R229 440 per annum<br>Grade 2: R272 778 per annum<br>Grade 3: R319 071 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CENTRE</b>       | : | Moorreesburg Clinic, Swartland Sub-district PHC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REQUIREMENTS</b> | : | Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DUTIES</b>       | : | Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ENQUIRIES</b>    | : | Mr RA Christoffels Tel No: (022) 482-2729                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>NOTE</b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain.

#### **DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE**  
**NOTE**

: 09 November 2026  
: Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 37/299**

: **DIRECTOR: GRANT AND MUNICIPAL PERFORMANCE MANAGEMENT**  
: **REF NO: DOI 78/2026**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 317 384 per annum (Level 13), (all-inclusive salary package)  
: Department of Infrastructure, Western Cape Government  
: A relevant NQF level 7 qualification or equivalent as recognised by SAQA; - A minimum of 5 years' experience middle/senior management experience. Competencies: Knowledge: Proven knowledge and understanding of public service procedures, processes and systems, Proven knowledge and understanding of engineering, legal and operational compliance, Proven knowledge and practical application of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code,

guidelines and other related housing policies and prescripts, Proven knowledge and practical application of the Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBR) guidelines, as well as the National Building Regulations, Proven knowledge and understanding of the latest building legislation, building contracts and Contract Administration, Proven knowledge and understanding of project design and project management in the built environment, Proven knowledge and understanding of strategic policies, guidelines, standard procedures and best practices relevant to human settlements implementation., Proven knowledge and understanding of Human Settlements and Local Government delivery issues , Proven knowledge and understanding of the global and local political economics and social affairs impacting on the Province of the Western Cape, Proven knowledge and practical application of the Public Finance Management Act (PFMA), Proven knowledge and practical application of financial management processes and related Acts, regulations and the ability to set up budgets, Proven knowledge and practical application of the Occupational Health and Safety Act (OCHSA), Proven knowledge and understanding of legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions, Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function, Proven knowledge and understanding of procurement and tendering processes, Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes, Proven knowledge and understanding of modern systems of governance and administration, Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector, Proven knowledge and understanding of public finance, human resources and discourse management processes, Proven knowledge and understanding of the functioning of the Province and the activities of sister departments, Proven knowledge and understanding of the policies of the government of the day, Basic knowledge and understanding of Labour Relations legislation and regulations, Proven knowledge and understanding of performance management in general. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Economic, financial analysis, Legal Administration, Strategic Planning Competencies: Strategic Capability and Leadership, Project and Programme Management, Change Management, People Management and Empowerment, Financial Management.

## **DUTIES**

: Line Management: Strategic management, advice and guidance in respect of the following functional areas: Monitor housing expenditure and administer housing project claims related to all the National Housing Programmes: Cashflow meetings, Municipal Engagements, DORA reporting; Assess overall housing delivery performance of municipalities: Municipal Engagements, DORA reporting, Interim delivery reporting Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards, Report to the Chief Director: Human Settlements Implementation on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support, Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it, Foster and promote a culture of innovation within the Directorate, and the Branch Human Settlements, Diligently perform all duties assigned to the post of Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan, Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Directorate, Monitor information capacity building within the Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate, Promote sound labour relations within the Directorate, Actively manage and promote the maintenance of discipline within the Directorate.

Financial Management: Manage participation in the budgeting process at Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate, Ensure that all spending is aligned with the strategic objectives of the Directorate and the Branch Human Settlements, Report to the Chief Director: Human Settlements Planning and relevant oversight role players/committees on all aspects of the Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Directorate assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate, Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

**ENQUIRIES** : Shaffida Andrews / [Shaffida.Andrews@westerncape.gov.za](mailto:Shaffida.Andrews@westerncape.gov.za)  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 37/300** : **DIRECTOR: LAND AND ASSET MANAGEMENT REF NO: DOI 79/2026**

**SALARY** : R1 317 384 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years' experience middle/senior management. Competencies: Knowledge: Proven knowledge and understanding of public service procedures, processes and systems, Proven knowledge and understanding of engineering, legal and operational compliance, Knowledge of property management, Proven knowledge and practical application of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts, Proven knowledge and practical application of the Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, as well as the National Building Regulations, Proven knowledge and understanding of the latest building legislation, building contracts and Contract Administration. Proven knowledge and understanding of project design and project management in the built environment, Proven knowledge and understanding of strategic policies, guidelines, standard procedures and best practices relevant to human settlement implementation, Proven knowledge and understanding of Human Settlements and Local Government delivery issues, Proven knowledge and understanding of the global and local political economics and social affairs impacting on the Province of the Western Cape, Proven knowledge and practical application of the Public Finance Management Act (PFMA), Proven knowledge and practical application of financial management processes and related Acts, regulations and the ability to set up budgets, Proven knowledge and practical application of the Occupational Health and Safety Act (OCHSA), Proven knowledge and understanding of legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions, Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function, Proven knowledge and understanding of procurement and tendering processes, Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes, Proven knowledge and understanding of modern systems of governance and administration, Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector, Proven knowledge and understanding of public finance, human resources and discourse management processes, Proven knowledge and understanding of the functioning of the Province and the activities of sister departments, Proven knowledge and understanding of the policies of the government of the day, Basic knowledge and understanding of Labour Relations legislation and regulations, Proven knowledge and understanding of performance management in general. Skills: Numeracy, Literacy,

Computer Literacy, Language skills, Project Management, Economic, financial analysis, Legal Administration, Strategic Planning Competencies: Strategic Capability and Leadership, Project and Programme Management, Change Management, People Management and Empowerment, Financial Management.

## **DUTIES**

: Line Management: Strategic management, advice and guidance in respect of the following functional areas: Promote the issuing of title deeds, manage the transfer of properties to housing debtors and manage the rental housing portfolio of the Department, Manage the following in respect of Title Deed Administration: Conveyancing, Title Deed Vault Management, the Pre-Emptive Rights process and the Title Deed Restoration Process', Manage the following in respect of leasing: sourcing of tenants, the terms of the lease agreement, efficient implementation of the maintenance budget and maximizing rental collection, Manage and facilitate the disposal of properties/ land, Implement the disposal plan (devolution of property to Municipalities) in terms of section 15 of the Housing Act (Act 107 of 1997)., Facilitate the finalization of outstanding Land Availability Agreements, Manage the immovable assets and update the property register, Verification of the Housing Immoveable Assets of the Department of Infrastructure, Sanitisation of the National Debtor System with respect to immoveable assets Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, Drive the Directorate's strategic planning process, Drive the development and management of the strategic and business plans for the Directorate, Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards, Report to the Chief Director: Human Settlements Planning on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support, Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it, Foster and promote a culture of innovation within the Directorate, and the Branch Human Settlements, Diligently perform all duties assigned to the post of Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan, Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Directorate, Monitor information capacity building within the Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate, Promote sound labour relations within the Directorate, Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate, Ensure that all spending is aligned with the strategic objectives of the Directorate and the Branch Human Settlements, Report to the Chief Director: Human Settlements Planning and relevant oversight role players/committees on all aspects of the Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Directorate assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate, Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

## **ENQUIRIES APPLICATIONS**

: Shaffida Andrews / [Shaffida.Andrews@westerncape.gov.za](mailto:Shaffida.Andrews@westerncape.gov.za).  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

## **OTHER POSTS**

## **POST 37/301**

: **CHIEF ENGINEER (GRADE A): MATERIALS REF NO: DOI 41/2026 R1**

**SALARY** : Grade A: R1 317 108 per annum, (all-inclusive salary package), (OSD as prescribed).

**CENTRE** : Department of Infrastructure, Western Cape Government.

**REQUIREMENTS** : An appropriate Engineering degree (B Eng/BSC (Eng)) or relevant qualification; Six years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Technical: Programme and project management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Ensure material design standards, specifications and quality control processes are applied and continuously improved; Lead innovation and improvements in road materials; Support asset management through the use of materials performance data; Provide technical advice on materials for development applications, abnormal loads and impacts on the road network; Guide laboratory testing, field investigations and material monitoring to support sound decision-making. Generic: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management.

**DUTIES** : Engineering design and analysis effectiveness; Maintain engineering operational effectiveness: Governance: Allocate, control, monitor and report on all resources; Financial Management; People management.

**ENQUIRIES** : [mughtar.petersen@westerncape.gov.za](mailto:mughtar.petersen@westerncape.gov.za).

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 37/302** : **CONTROL ENGINEERING TECHNOLOGIST: MATERIALS LABORATORY**  
**REF NO: DOI 46/2026 R1**

**SALARY** : Grade A: R958 776 per annum, (all-inclusive salary package), (OSD as prescribed).

**CENTRE** : Department of Infrastructure, Western Cape Government.

**REQUIREMENTS** : Bachelor of Technology in Engineering (B Tech) or relevant qualification; Six years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Knowledge of road construction materials and testing methods; Understanding of applicable standards and laboratory accreditation

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|                            |   | systems; Materials data analysis and interpretation; Laboratory quality management. Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Manage technological advisory services: Plan technological support to Engineers and associate professionals in the field; Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements; Solve broadly defined technological challenges through application of proven techniques and procedures; and Develop, maintain and manage current technologies; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority; and Identify and optimize technical solutions by applying engineering principles; Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technological/engineering operational plan; Ensure the development, implementation and maintenance databases; and Manage and supervise technological and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters.                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Petersen Tel No: (021) 483 2216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |
| <b><u>POST 37/303</u></b>  | : | <b><u>CONTROL ENGINEERING TECHNOLOGIST: TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: DOI 175/2025 R1</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | Grade A: R958 776 per annum, (all-inclusive salary package), (OSD as prescribed).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Department of Infrastructure, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of six years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project Management, Technical design and traffic analysis; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                     |   | performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DUTIES</b>       | : | Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ENQUIRIES</b>    | : | Ms S Chow Tel No: (021) 483 2104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>APPLICATIONS</b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>NOTE</b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |
| <b>POST 37/304</b>  | : | <b><u>QUANTITY SURVEYOR (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 80/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>SALARY</b>       | : | Grade A: R791 604 per annum<br>Grade C: R1 189 767 per annum<br>(Salary will be determined based on post registration experience as per the OSD prescript).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>CENTRE</b>       | : | Department of Infrastructure, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>REQUIREMENTS</b> | : | An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Technical: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high-performance culture; Networking; Professional judgement. Generic: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b><u>DUTIES</u></b>       | : | Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters. |
| <b><u>ENQUIRIES</u></b>    | : | Ms J Van der Merwe at (084) 026 0835.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.                |
| <b><u>POST 37/305</u></b>  | : | <b><u>TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL) REF NO: DOI 77/2026 (X2 POSTS)</u></b><br>12 Month Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | Grade A: R791 604 - R849 525 per annum, (OSD as prescribed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Department of Infrastructure, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment; Three years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Competencies: Working knowledge of the following: National and Provincial human settlements strategic goals, objectives, targets, activities; Relevant public service legislation, policies and guidelines with focuses on human settlements, local government or related; Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines; Built environment related to human settlements; Town and Regional Planning; Town and Regional Planning legal compliance; Project coordination, integration, communication and control of project activities; Local authorities, national departments and other provincial departments; Municipalities, inter-governmental relations and community dynamics; Human settlement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                     |   | planning and budgeting processes; Project Management; Human settlement fraternity/delivery; Functioning of the Province and activities of sister departments; managing stakeholder engagement processes; Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Provincial Treasury Instructions, financial legislation, prescripts, policies, guidelines, delegations, norms and standards, procedures and best practices in the Public Sector. Skills in the following: Good communication skills (written and verbal); Good computer literacy skills in Microsoft Project, Microsoft Planner, MS Office, Internet, Arc Map GIS/Arc View GIS; Good financial and project management; Good time management, planning, organising, customer, client liaison and networking; Good dispute, conflict resolution and problem-solving; Good implementation and monitoring; Good report-writing; Good analytical thinking; Good research; Basic numeracy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DUTIES</b>       | : | Influence forward planning through the IDP and sectoral plans; Render technical support in Project Planning and Packaging; Undertake transversal planning; Knowledge Management and Record keeping.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ENQUIRIES</b>    | : | Dr RN Robertson Tel No: (021) 483 5609                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>APPLICATIONS</b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>NOTE</b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

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| <b>POST 37/306</b>  | : | <b>STATE ACCOUNTANT: REPORTING REF NO: DOI 76/2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>SALARY</b>       | : | R413 001 - R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CENTRE</b>       | : | Department of Infrastructure, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>REQUIREMENTS</b> | : | A qualification at NQF level 6 (equivalent or higher qualification) as recognised by SAQA; A minimum of 1-year relevant experience in a relevant field. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks and policies; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; National Treasury Regulations (NTR); Division of Revenue (DORA); Basic Accounting System (BAS); Logistical Information System LOGIS; Compilation of financial statements; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Accounting, Finance and Audit; Report writing; Organising and planning; Communication skills (written and verbally); Analytical; Presentation. |
| <b>DUTIES</b>       | : | Provide effective and efficient expenditure and payment services; Monitor and report on financial transactions; Provide bookkeeping and financial accounting services; Provide salary administration and debt management services; Provide banking and cash management services; Supervisory functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>ENQUIRIES</b>    | : | Ms Sonia Farao Tel No: (021) 483 5514                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b><u>POST 37/307</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 48/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R338 106 – R398 277 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Department of Infrastructure, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 6 (equivalent or higher) as recognised by SAQA; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Information systems that aid in the management of the line function; Procurement and tendering processes; Monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Human resources management processes; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Communication skills (written and verbal); Planning and organising; Administrative skills; Interpersonal; People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Fleet administration, asset control and operational compliance management; Administer, verify and maintain the motor driver's licence register for all personnel; Administrative support services and stakeholder management; Filing and records management; Administration of workshop, service and parts manuals; Handle telephonic enquiries; Provide administrative support to professional and technical staff; Administration of filing and registry files; Respond to machine and procurement enquiries; Manage communication channels; Coordinate stationery requirements; Administer the Plant Management Competition People management, capacity building and performance development; Manage staff, including work allocation, supervision and mentoring; Implement and oversee the Staff Performance Management System (SPMS) for reporting staff, including contracting, reviews and final assessments; Apply progressive discipline where necessary, in line with labour relations prescripts and departmental policies; Identify staff development needs and facilitate training, coaching and other capacity-building initiatives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms H Kleinhans Tel No: (021) 959 7700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b><u>POST 37/308</u></b>  | : | <b><u>ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2</u></b><br><b><u>REF NO: DOI 132/2025 R1 (X2 POSTS AVAILABLE IN MOSSEL BAY AND UNIONDALE)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R201 093 - R236 877 per annum (Level 04)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Department of Infrastructure, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Experience in the operating of more than one large construction machine; Supervision of staff; Civil construction activities; Skills in the following: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for roads maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and building; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Stegmann Tel No: (044) 272 6071                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |
| <b><u>POST 37/309</u></b>  | : | <b><u>STORES ASSISTANT: SUPPLY CHAIN MANAGEMENT AND FLEET</u></b><br><b><u>ADMINISTRATION (BELLVILLE) REF NO: DOI 42/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b><u>SALARY</u></b>       | : | R144 024 - R169 656 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Department of Infrastructure, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Grade 9/ NQF level 1 (equivalent or higher qualification). Competencies: Knowledge and understanding of the following: Basic storekeeping and stock control procedures; Receiving, recording, safeguarding and issuing of stock; Inventory control and stocktaking processes; Record management and filing procedures; Occupational Health and Safety requirements; Asset management principles; Safe handling and storage of fuel, lubricants and chemical; Skills in the following: Numeracy and Literacy; Basic computer Literacy; Operating equipment and handling stock; Communication; Stock Control record-keeping; Interpersonal and teamwork; Organising and planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Stores administration and inventory record management; Stores operations, inventory control and safekeeping; Fuel and consumables management; Operational support and asset management assistance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Lucinda Arendse Tel No: (021) 959 7700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:<br>1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);<br>Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,<br>Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

#### **DEPARTMENT OF LOCAL GOVERNMENT**

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                      |
| <b><u>CLOSING DATE</u></b> | : | 09 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing |

department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

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| <b><u>POST 37/310</u></b>  | : | <b><u>DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG 45/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum (Level 13), (all-inclusive salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Department of Local Government, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | A relevant qualification on NQF level 7 as recognised by SAQA; 5 years' middle/senior management experience. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Monitor municipal infrastructure planning, maintenance, development and budgeting; Facilitate long-term municipal infrastructure planning and funding with due regard to municipal budgets and joint district and metro approach processes; Facilitate support to municipalities with full life-cycle asset planning, frameworks, policies and systems; Support municipalities with infrastructure governance and services delivery; Ensure that monitoring of performance of municipalities and provide professional and technical support with regard to the implementation of the Municipal Capital Budget; Strategic Management (including change management); and Financial and People Management. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Franick Matthee Tel No: (021) 483 2051                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

#### **OTHER POST**

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| <b>POST 37/311</b>         | : | <b><u>PERSONAL ASSISTANT: HOD SUPPORT REF NO: LG 46/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R338 106 – R398 277 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Department of Local Government, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: In-depth knowledge and understanding of the relevant legislation/ policies / prescripts and procedures; Financial administration; Professional ethics, integrity, confidentiality and discretion; Effective time Management and ability to meet deadlines; Excellent interpersonal relations; Planning, organising and coordinating tasks effectively; Sound judgement and decision-making; Customer service orientation. Skills in the following: Excellent telephone etiquette; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Teams, Outlook and Internet); Financial Management; Strong Language and Communication Skills (written and verbal); Good interpersonal and people-management skills; High level of reliability and dependability; Sound organisational and planning skills; Ability to act with tact and discretion; Ability to maintain confidentiality and exercise sound judgement in handling sensitive matters; Self-management and self-motivation; Ability to work under pressure and manage competing priorities; Ability to work independently and as part of a team.                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Provide a secretarial/receptionist support service to the manager; Render administrative support services to the manager; Provide support to manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Ms D Benjamin Tel No: (021) 483 3938                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

#### **POLICE OVERSIGHT AND COMMUNITY SAFETY**

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CLOSING DATE</u></b> | : | 09 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a |

practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POST

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| <b>POST 37/312</b>         | : | <b><u>REGISTRY CLERK: SPECIALISED AUXILIARY SERVICES REF NO: POCS 19/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R237 453 – R279 708 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Police Oversight and Community Safety, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and a operate computer; Working knowledge and understanding of the legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry. Skills in the following: Numeracy; Language; Computer Literacy; Planning and organisation; Good verbal and written communication skills. |
| <b><u>DUTIES</u></b>       | : | Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relations to the registry function; Process documents for archiving disposal.                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms Leandré Barends Tel No: (021) 483 3414                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

#### DEPARTMENT OF THE PREMIER

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CLOSING DATE</u></b> | : | 09 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

#### OTHER POSTS

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| <b>POST 37/313</b> | : | <b><u>STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 26/2026R1 (X3 POSTS)</u></b> |
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| <b><u>SALARY</u></b>              | : | LP 7: R970 221 - R1 045 197 per annum; (all-inclusive salary package), (OSD as prescribed).<br>LP 8: R1 138 698 - R1 600 893 per annum; (all-inclusive salary package), (OSD as prescribed).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                   | : | An LLB-Degree with admission as an Advocate or Attorney; <b>LP 7:</b> A minimum of 5 years' appropriate practical post qualification legal experience; <b>LP 8:</b> A minimum of 9 years' appropriate practical post qualification legal experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Constitutional Law, PAJA, PAIA, POPIA, Interpretation of Statutes; Procurement and tendering processes; Relevant legislation, case law litigation trends as well as thorough understanding of the regulatory framework, policies and best practices that influence line functions. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Exceptional communication skills (written and verbal); Presentation and facilitation skills; Project Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>              | : | Render legal training to departments, public entities and municipalities; Render legal research and advisory services on governance matters, including proactive counsel to the executive and departments; Render legal governance assessments and reporting services to provincial departments and entities; Render transversal legal governance service in respect of the Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA) and other constitutional legislation; Review and maintain delegations for members of the executive and departments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>           | : | Ms S van Aarde Tel No: (021) 483 8433                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 37/314</u></b>         | : | <b><u>PROGRAMME MANAGER: (E-GOVERNMENT FOR CITIZENS) REF NO: DOTP 24/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>              | : | R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>              | : | Department of the Premier, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>        | : | An appropriate 3-year tertiary qualification (National Diploma/Bachelor's); a minimum of 3 years on a middle management level experience. Competencies: Knowledge of and working experience in the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage projects; implement operational management practices; implement mentoring and coaching practices; manage national and provincial human resources, financial management and supply chain management instruments and legislation; support and implement national and provincial policies of the government of the day; understand and support provincial government functions and services; manage the statutory framework governing the broad management of the public service; manage staff performance management systems; manage disciplinary and grievance procedures; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: conduct analysis; perform benchmarking; apply conceptual, interpretive and formulation skills; conduct diagnostic assessments; facilitate and provide process consultation; influence stakeholders; implement innovative problem-solving; design interventions; conduct interviews; provide leadership; listen effectively; mentor and coach; motivate staff and stakeholders; negotiate effectively; build and maintain professional networks; plan and organise activities; deliver presentations; conduct research; build effective teams; maintain strong interpersonal relationships. |
| <b><u>DUTIES</u></b>              | : | Guide the maintenance and enhancement of citizen digital engagement across WCG channels; Provide residence with the necessary infrastructure and skills development opportunities to and use access government services using technology; Deliver efficient, citizen-centred services across digital channels; Provide a data and reporting service for WCG digital channels; Plan and manage the work of and account for the overall performance of the Sub-directorate; Manage people and finance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>           | : | Mr C wakeford Tel No: (021) 483 3528                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**POST 37/315** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DOTP 103/2026**

**SALARY** : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government.  
**REQUIREMENTS** : A qualification at NQF level 7 or equivalent in Commerce / Law / Auditing / Forensics / BCom IT or Informatics, or another relevant qualification. A minimum of 3 years' relevant middle-management experience, or 6 years operational experience in a forensic investigation, governance or related environment, with practical experience in conducting and reporting on forensic investigations. Competencies: Knowledge of the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; conduct data analytics and use digital forensic tools, including Audit Command Language, IBM i2 Analyst's Notebook, Intella or similar tools, to collect, analyse and preserve evidence; manage projects; implement operational management practices; manage procurement and tendering processes; develop, implement, monitor and review policies and operational processes; manage modern systems of governance and administration; manage public service procedures, processes and systems; understand regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; implement the Public Finance Management Act, National and Provincial Treasury Regulations and other applicable financial policies, prescripts, directives and collective agreements; understand the functioning of the Province and the activities of sister departments and related functional areas; support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; Skills: perform numeracy and literacy functions; perform literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; perform legal administration; conduct forensic investigations and analysis; Other: conduct forensic interviews and evaluate evidence; draft forensic reports, legal documents and presentations; analyse, interpret and conceptualise complex information; solve problems; collect, analyse and visualise large datasets and draw appropriate conclusions; negotiate, resolve conflicts, consult and liaise with stakeholders; use digital forensic tools, data analytics and relevant forensic IT applications; plan and organise activities; conduct quality assurance; manage projects; manage people; coach and mentor staff; manage performance; work effectively under pressure; manage ambiguity; maintain confidentiality, independence, ethical conduct and professional standards.

**DUTIES** : Manage forensic investigation intake, assessment, planning and prevention support; Manage and quality assure the execution of forensic investigations and lifestyle investigations / audit; Manage investigation reporting, recommendations and case finalisation; Plan and manage the work of and account for the overall performance of the allocated departments; People Management; Financial Management.

**ENQUIRIES** : Ms W Hansby Tel No: (021) 483 4593.

**POST 37/316** : **DEPUTY DIRECTOR: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 114/2026**

**SALARY** : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate qualification at NQF level 6 as recognised by SAQA in Social Sciences, Humanities, Industrial Engineering, Industrial Psychology, Public and Business Management Science or related; A minimum of 3 years middle-management level experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service

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|                            |   | procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analytical; Data analysis and interpretation; ICT Systems Awareness; Data driven decision making; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Influencing; Innovative problem-solving; Intervention design; Interviewing; Leadership; Listening; Mentoring and coaching; Motivation; Negotiation; Networking; Planning and organising; Presentation; Research; Team building and strong inter-personal. |
| <b><u>DUTIES</u></b>       | : | Lead departmental work organisation capacity services; Lead transversal job design services; Lead transversal organisation design and alignment; Manage transversal service delivery initiatives; Manage client relationship and projects; Plan and manage the work of and account for overall performance of the sub-directorate; People and Financial Management ; It will be advantageous to have the following: Experience in Business Process Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Nicole Smith Tel No: (021) 466 9542                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/317</u></b>  | : | <b><u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: DOTP 105/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | A minimum of 3-year post-school qualification; a minimum of 5 years relevant experience. Competencies: Knowledge of the following: Administer and interpret relevant employee and labour relations prescripts, including the Employment of Educators Act, 76 of 1998, Public Service Act, 1994, South African Schools Act, 84 of 1996, Basic Conditions of Employment Act (BCEA), 75 of 1997, and applicable resolutions and collective agreements pertaining to educators and public servants; manage modern labour relations processes, methods and techniques; manage requirements arising from labour-related legislation; manage grievances, disciplinary and misconduct procedures; conduct and manage negotiations; implement the policies and priorities of the government of the day at provincial and national level; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform legal administration; Other: provide leadership; maintain effective interpersonal relationships; communicate effectively in writing and verbally; analyse information; solve problems; make sound decisions; facilitate and deliver presentations; resolve conflicts; plan and organise activities; negotiate effectively.      |
| <b><u>DUTIES</u></b>       | : | Provide support to Institutional Management and Labour Committees (IMLCs); Facilitate and coordinate the representation and employer function in the collective bargaining process; Implement and monitor the application of collective agreements; Facilitate the execution of organisational rights of unions; People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Ms H Erasmus Tel No: (021) 483 3534                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/318</u></b>  | : | <b><u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: JOB DESIGN AND EVALUATION REF NO: DOTP 104/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R413 001- R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate qualification at NQF Level 6 or equivalent; a minimum of 1-year relevant experience. Competencies: Knowledge of the following: Health Professions Act, 1974; HPCSA Code of Ethics and Scope of Practice for Psychometrists; Employment Equity Act, 1998; Labour Relations Act, 1995; POPIA, 2013; PAJA, 2000; PAIA, 2000; HPCSA policies and training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                          |   | requirements; classification of psychological tests; SIOPSA code of practice; Continuous Professional Development requirements; Maintenance of professional registration through participation in Continuous Professional Development; Culture and leadership theory and models; organisational performance and organisation development; public management theory and practice; mentoring/coaching; research methods and statistics; statutory public-service framework; Skills in the following: Analytical and critical reasoning; basic numeracy; conceptual and interpretive skills; diagnostic and innovative problem-solving skills; Planning and organising; project management; research skills; proficiency in MS Office and assessment-centre related systems; Strong verbal and written communication, report writing and presentation skills; interviewing and listening skills; Interpersonal, networking, conflict-management, negotiation, persuading and influencing, mentoring and coaching skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>                     | : | Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment service; Provide and facilitate transversal service delivery and Batho Pele services; Provide input and support with practice enablement and development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>                  | : | Ms McClusky at 074 905 8302                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/319</u></b>                | : | <b><u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 107/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R413 001- R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | : | A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills. |
| <b><u>DUTIES</u></b>                     | : | Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment services; Provide and facilitate transversal service delivery and Batho Pele initiatives; Provide input and support with practice enablement and development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>                  | : | Mr D Heynes Tel No: (021) 466 9503                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/320</u></b>                | : | <b><u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 110/2026 (VARIOUS POSTS AVAILABLE ON 12-MONTH CONTRACT)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R413 001- R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | : | A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                     |   | Organisational performance as they relate to the field of organisation development; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.                                                                                                                                                                                                                                                                                                                                    |
| <b>DUTIES</b>       | : | Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment services; Provide and facilitate transversal service delivery and Batho Pele initiatives; Provide input and support with practice enablement and development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ENQUIRIES</b>    | : | Mr R Johnson at 083 576 1160                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>POST 37/321</b>  | : | <b><u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 33/2026 R1 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SALARY</b>       | : | R413 001- R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CENTRE</b>       | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>REQUIREMENTS</b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge and understanding of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice and techniques regarding organisation design, process development and improvement and behaviour; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Operational management practices; Understanding of procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Written and verbal communication skills; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills. |

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| <b><u>DUTIES</u></b>                     | : | Provide and support departmental work organisation capacity improvements (Supporting organisational diagnostics and implementing organisation design, business process improvement and OD interventions); Provide a job design service (Supporting job design and job evaluation processes, including developing competency-based job descriptions and assisting with job evaluation activities); Provide transversal organisation design and alignment services (Supporting organisation design work and alignment of structures, mandates and processes across departments); Provide and facilitate transversal service delivery and Batho Pele initiatives (Supporting the implementation of service delivery improvement initiatives, including Batho Pele-related activities and reporting); Provide input and support with practice enablement and development (Contributing to the development, maintenance and application of OD tools, methodologies, systems and information management).                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>                  | : | Mr B Opperman at <a href="mailto:Brian.Opperman@westerncape.gov.za">Brian.Opperman@westerncape.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/322</u></b>                | : | <b><u>PERSAL CONTROLLER: PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 113/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R413 001 - R486 501 per annum (Level 08)<br>Department of the Premier, Western Cape Government<br>An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 3 years Payroll and people management experience. Competencies: Knowledge in the following: Interpret and implement applicable policies; administer the Code of Remuneration and Occupational Specific Dispensation (OSD); administer national and provincial human resource management instruments, legislation, policies, prescripts and procedures, including the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; perform basic financial administration in accordance with applicable prescripts; operate the PERSAL system, including Establishment, Personnel Administration, Salary Administration, Service Terminations and Leave Administration; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; Other: solve problems; communicate effectively; write and compile documentation; conduct analytical thinking; plan and organise activities; resolve conflicts; implement policies and assess their impact on systems; deliver presentations and facilitate discussions; monitor, evaluate and report on activities. |
| <b><u>DUTIES</u></b>                     | : | Update and maintain PERSAL system & Facilitate PERSAL training, System Change Control (SCC), Audit of PERSAL transactions and the coordination of system enhancement; Administer establishment functions; Administer user PERSAL functions for 11 Departments.; Execution of various PERSAL reports; People Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>                  | : | Ms E Sawall Tel No: (021) 483 9862                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/323</u></b>                | : | <b><u>ADMINISTRATION CLERK: TRANSVERSAL PEOPLE CAPACITY ENABLEMENT REF NO: DOTP 108/2026 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R237 453- R279 708 per annum (Level 05)<br>Department of the Premier, Western Cape Government<br>Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge: Perform clerical duties and administrative practices, including data capturing, basic computer operations and statistics collection; administer the legislative framework governing the Public Service; perform work procedures relevant to the working environment; Skills: perform administration and coordination functions; manage information and records; manage data and reporting; perform financial administration; manage procurement and assets; communicate effectively and provide stakeholder service; plan and organise activities; maintain attention to detail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>                     | : | Provide general clerical and administrative support to the Provincial Assessment Centre (PAC), including correspondence, document management, enquiries and routine office administration; Coordinate and support assessment logistics by preparing materials, arranging venues, maintaining attendance records and assisting with assessment-related activities; Manage assessment databases and information systems by capturing, updating and maintaining candidate, assessment and reporting records. Maintain PAC records, filing systems and registers, ensuring accurate record keeping and document retrieval; Support human resource administration activities, including leave administration and personnel record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                   |   | management; Provide supply chain and procurement administration support, including quotations, purchasing processes, asset control and stationery management; Assist with financial administration, including expenditure tracking, invoice processing, travel and subsistence claims, petty cash and related financial records.                                                                                                                                                                                                                                                                                          |
| <b>ENQUIRIES</b>                  | : | Ms M Jacobs Tel No: (021) 466 9739                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>POST 37/324</b>                | : | <b><u>HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 109/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SALARY CENTRE REQUIREMENTS</b> | : | R237 453 - R279 708 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                   | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                   | : | Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Ability to capture data. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Good planning and organising skills; Ability to work independently and meet deadlines.                                                                                       |
| <b>DUTIES</b>                     | : | Administer appointments and payroll matters which include the following: Appointments of OSD and non-OSD personnel including Interns/Apprenticeships and periodical appointments; Issuing of employment contracts and appointment letters; Proper record keeping of records; Acting allowances; Administer Personnel Suitability Checks; Administer electronic databases on appointments information.                                                                                                                                                                                                                     |
| <b>ENQUIRIES</b>                  | : | Ms W Ponoyi-Dlabane Tel No: (021) 483 0832.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>POST 37/325</b>                | : | <b><u>SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOTP 112/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SALARY CENTRE REQUIREMENTS</b> | : | R237 453 - R279 708 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                   | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                   | : | Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills in the following: Numeracy skills; Literacy skills; Language skills; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Computer Skills; Planning and organisation; Language; Good verbal and written communication skills. |
| <b>DUTIES</b>                     | : | Render asset management clerical support; Render demand clerical support; Render acquisition clerical support; Render logistical support services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ENQUIRIES</b>                  | : | Ms. J Waterloo Tel No: (021) 483 9097                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

|                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>APPLICATIONS</b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CLOSING DATE</b> | : | 09 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>NOTE</b>         | : | Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being |

considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

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| <b><u>POST 37/326</u></b>  | : | <b><u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSD 102/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R1 554 696 per annum (Level 14), (all-inclusive salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate qualification (NQF Level 7) or higher, as recognised by the South African Qualifications Authority (SAQA). A minimum of five (5) years' relevant experience at a senior managerial level. Competencies: Knowledge Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions, Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function, Proven knowledge and understanding of programme and project management, Proven knowledge and understanding of procurement and tendering processes, Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes, Proven knowledge and understanding of modern systems of governance and administration, Proven knowledge and understanding of public service procedures, processes and systems, Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector, Proven knowledge and understanding of public finance, human resources and discourse management processes, Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements, Proven knowledge and understanding of the functioning of the Province and the activities of sister departments, Proven knowledge and understanding of the policies of the government of the day, Proven knowledge and understanding of Labour Relations legislation and regulations, Proven knowledge and understanding of performance management in general, Proven Knowledge on strategic sourcing, preferential procurement and Broad-Based Black Economic Empowerment (B-BEE), Knowledge of financial management processes, Knowledge of industry trends and best practices per commodity groups, Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement, Knowledge on procurement policies, procedures and contract management, |

Knowledge of records management, inclusive of registry services and policy and procedures governing these functions. Core Competencies: Strategic Capability and Leadership, Project and Programme Management, Change Management, People Management and Empowerment, Financial Management. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting/ Finance/ Audit, Economic, Financial and Statistical analysis, Legal Administration |Strategic Planning, Excellent networking and network formation skills, Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, Team building and strong interpersonal skills, Excellent communication skills (verbal and written), Outstanding planning, organising and people management skills, Highly developed interpretive and conceptualisation and formulation ability, Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, Ability to deal with wide variety of external and internal stakeholders.

## **DUTIES**

: Line management: Strategic management, advice and guidance in respect of the following functional areas: Ensure departmental management and financial accounting services; Ensure a departmental management accounting service, Budgeting and planning, Budget monitoring and reporting, Ensure a departmental financial accounting service, Expenditure management, Bookkeeping and financial statements, Salary administration and debt management, Banking and cash management, Provide and manage supply chain management (SCM) services; Manage governance and contract management, Manage bid- and quotation, logistics and LOGIS, Manage departmental assets and fleet management, Render a service with regard to planning, compliance, performance management, capacity building and risk management, Provide an operational support service; Ensure the rendering of information and communication technology (ICT), human capital, corporate assurance, legal and communication support services, Manage the professional development of occupation specific dispensation (OSD) professions, Provide executive support to the HoD, Coordinate security management, occupational health and safety (OHS) and accommodation matters, Ensure sound internal control practices; Ensure proper governance, Render assurance services, Provide effective and efficient fraud and losses management service Strategic Management (including change management) Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate, Drive the Chief Directorate's strategic planning process, Drive the development and management of the strategic and business plans for the Chief Directorate, Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards, Report to the HoD on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational management support, Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it, Foster and promote a culture of innovation within the Chief Directorate, and the Department, Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan, Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate, Monitor information capacity building within the Chief Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate, Promote sound labour relations within the Chief Directorate, Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate and Department, Report to the Head of Department and relevant oversight role players/ committees on all aspects

of the Chief Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Chief Directorate, Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards.

**ENQUIRIES** : Dr R Macdonald Tel No: (021) 483 3083 / Robert.Macdonald@westerncape.gov.za.

**POST 37/327** : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSD 100/2026**

**SALARY** : R1 317 384 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Department of Social Development, Western Cape Government.  
**REQUIREMENTS** : An appropriate undergraduate qualification (NQF Level 7) or higher, as recognised (SAQA) A minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Proven Knowledge of: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions, Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function, Proven knowledge and understanding of programme and project management, Proven knowledge and understanding of procurement and tendering processes, Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes, Proven knowledge and understanding of modern systems of governance and administration. Core Competencies: Strategic Capability and Leadership, Project and Programme Management, Change Management, People Management and Empowerment, Financial Management Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting, Finance, Audit, Strategic Planning.

**DUTIES** : Strategic management, advice and guidance in respect of the following functional areas: Ensure a departmental management accounting service. Management Accounting: Ensure an integrated, effective and efficient budget planning system in respect of revenue and expenditure, Manage the departmental budget process, Prepare inputs for strategic plan and annual performance plan, Manage the departmental Medium Term, expenditure Committee (MTEC) process, Maintain and monitor financial information, Prepare a breakdown of estimated revenue and expenditure, Manage roll overs of funds, Develop and maintain policies, procedures and processes, Ensure an integrated, effective and efficient in-year budget monitoring, reporting and adjustment system, Manage the monitoring of revenue and expenditure, Manage the monthly, quarterly and annual reporting processes, Manage the revenue and expenditure adjustments estimates process, Develop and maintain policies, procedures and processes, Ensure a departmental financial accounting service. Financial Accounting: Provide expenditure and general payment services, Ensure an effective and efficient accounting system for transfers and subsidies, Ensure an effective and efficient Basic Accounting System (BAS) payment system, Ensure an effective and efficient Logistical Information System (LOGIS) payment system, Provide bookkeeping and financial accounting services, Ensure an effective and efficient accounting system, inclusive of liaison and coordination of policies, procedures and processes, Perform BAS systems control, Compile financial statements, Perform credit control services, Provide salary administration and debt management services. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, Drive the Directorate's strategic planning process, Drive the development and management of the strategic and business plans for the Directorate, Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards, Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating operational management support, Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it, Foster and promote a culture of innovation within the Directorate, and the Department, Diligently perform all duties assigned to the post of Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the

Directorate's Business Plan, Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Directorate, Monitor information capacity building within the Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate, Promote sound labour relations within the Directorate, Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate, Ensure that all spending is aligned with the strategic objectives of the Directorate and Department, Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate, Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

**ENQUIRIES** : Dr R Macdonald Tel No: (021) 483 3083 / [Robert.Macdonald@westerncape.gov.za](mailto:Robert.Macdonald@westerncape.gov.za)

**POST 37/328** : **REGIONAL DIRECTOR: WEST COAST REF NO: DSD 101/2026**

**SALARY** : R1 317 384 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management level experience; Successful completion of Certificate for entry into the SMS (Senior Management Service) prior to appointment is requirement. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) before the candidate can be appointed into this post. Please see notes below. Competencies: Extensive knowledge of applicable policies and procedures: Educational environment; Knowledge of the following: Applicable policies and procedures; Management principles; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strategic thinking and planning.

**DUTIES** : Line Management: Strategic management, advice and guidance in respect of the following functional areas: Families and Children Programmes, Special Programmes, Social Crime Prevention, Programmes, Support the service delivery unit (SDU) and service delivery partners with the implementation of programmes (children and families, and restorative services: Victim empowerment, crime Prevention and support, and substance abuse), District Business Planning, Information & Stakeholder Management, Manage operational business planning and monitoring processes, Community Development Programmes, Manage Corporate Services at Regional Level, Strategic Management (including Change Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, Drive the Directorate's strategic planning process, Drive the development and management of the strategic and business plans for the Directorate, Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards, Evaluate regional performance against predetermined objectives and standards and report to the HOD, Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support, Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it, Foster and promote a culture of innovation within the Directorate, and the Department, Diligently

perform all duties assigned to the post of Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan, Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Directorate, Monitor information capacity building within the Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate, Promote sound labour relations within the Directorate, Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate, Ensure that all spending is aligned with the strategic objectives of the Directorate and Department, Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate, Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

**ENQUIRIES** : Ms A van Reenen Tel No: (021) 483 3996 / [Annemie.vanReenen@westerncape.gov.za](mailto:Annemie.vanReenen@westerncape.gov.za)

#### OTHER POSTS

**POST 37/329** : **COMMUNITY DEVELOPMENT MANAGER: SOCIAL RELIEF REF NO: DSD 96/2026**

**SALARY** : Grade 1: R1 009 512 per annum, (OSD as prescribed), (all-inclusive salary package)

**CENTRE** : Department of Social Development, Western Cape Government.  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development. Competencies: Knowledge and understanding of the following: Theories and systems, skills, attitudes and values in community development to guide employees on its application; Individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; Develop community development policies and strategies. Skills in the following: Presentation; Problem-solving skills; Financial management; Project management; Computer literacy; Communication (written and verbal); Staff management; Policy formulation and implementation.

**DUTIES** : To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Manage a community development policy unit to ensure that the required legislative policies and procedures are developed through the efficient and effective utilisation of human resources; Manage the development of policies for rendering a community development service in departments; Keep up to date with new developments in community development and management fields; Plan and ensure that community development policy research is undertaken. Undertake complex community development research.

**ENQUIRIES** : Mr M Hewu Tel No: (021) 483 3054  
**NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting

documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

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| <b><u>POST 37/330</u></b>  | : | <b><u>SOCIAL WORK SUPERVISOR REF NO: DSD 93/2026 (X2 POSTS AVAILABLE IN MOSSEL BAY AND OUDTSHOORN)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R496 668 - R583 833 per annum, (OSD as prescribed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills in the following: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict Management; Interpersonal; Report writing; Computer literacy; Presentation and facilitation; Problem solving and analytical skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | To ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms Imelda April Tel No: (021) 763 6217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

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| <b><u>POST 37/331</u></b>  | : | <b><u>ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 73/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R487 197 - R537 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Interpret and apply relevant policies and procedures; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Project management; Ability to analyse, conceptualise and implement policy; Research.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Nieftagodien at <a href="mailto:sihaam.nieftagodien@westerncape.gov.za">sihaam.nieftagodien@westerncape.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |
| <b><u>POST 37/332</u></b>  | : | <b><u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 94/2026 (POSTS AVAILABLE AT VARIOUS LOCATIONS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)<br>Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)<br>Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)<br>Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; <b>Grade 1:</b> No experience; <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 4:</b> A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES NOTE** : Ms Shamiela Cummings-Damon Tel No: (021) 483 7961.  
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 37/333** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 95/2026 (X2 POSTS AVAILABLE IN KRAAIFONTEIN AND SOMERSET WEST)**

**SALARY** : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)  
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)  
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)  
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed).

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government.  
: A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration

as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES NOTE** : Mr Quinton Arendse Tel No: (021) 763 6206  
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 37/334** : **SOCIAL WORKER: SOCIAL WORK SERVICES (DELFT) REF NO: DSD 97/2026**

**SALARY** : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)  
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)  
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)  
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government.  
: A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years

appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES** : Ms Mariette Swart at (071) 871 7314.  
**NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 37/335** : **PERSONAL ASSISTANT: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 92/2026**

**SALARY** : R338 106 – R398 277 per annum (Level 07)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the

management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills.

**DUTIES** : Provide a secretarial/receptionist support service to the manager; Render administrative support services to the manager; Provide support to manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms Malishe Pienaar at (079) 306 3441  
**NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 37/336** : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES (WITZENBERG) REF NO: DSD 16/2025 R1**

**SALARY** : Grade 1: R289 296 - Grade 3: R564 846 per annum, (OSD as prescribed).  
**CENTRE** : Department of Social Development, Western Cape Government.  
**REQUIREMENTS** : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.

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| <b><u>DUTIES</u></b>                     | : | Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES NOTE</u></b>             | : | Ms Shimonay Noble Tel No: (023) 348 5300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |
| <b><u>POST 37/337<br/>98/2026</u></b>    | : | <b><u>ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: DSD</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R237 453 - R279 708 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Department of Social Development, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | : | Grade 12 (Senior certificate or equivalent qualification). Competencies: Basic knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the Public Service financial legislations, procedures and Treasury regulations PFMA, Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework (PPPFA), Financial Manual; Financial operating systems Personnel and Salary System (PERSAL), Basic Accounting System (BAS), Logical Information System (LOGIS) Skills in the following: Language; Numeracy; Literacy; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Planning and organisation; Language; Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>                     | : | Petty Cash Administration; Banking and Cash Management; Perform Bookkeeping and systems support services; Render Financial Accounting transactions; Perform Salary Administration support services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES NOTE</u></b>             | : | Mr. J Mackay Tel No: (021) 483 4308.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                          | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

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| <b>POST 37/338</b>         | : | <b><u>ADMINISTRATION CLERK: BUSINESS PLANNING AND STRATEGY REF NO: DSD 99/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R237 453 - R279 708 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (Senior certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment .Skills in the following: Numeracy skills; Literacy skills; Language skills; Presentation Skills; Decision-Making; Computer Literacy; Good written and communication skills; Interpersonal Skills; Flexibility; Planning and Organising.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Render general administration support services; Provide supply chain clerical support services within the Chief Directorate; Provide personnel administration clerical support services; Provide financial administration support service in the Component.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Esther Lewis at <a href="mailto:Esther.Lewis@westerncape.gov.za">Esther.Lewis@westerncape.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

#### **WESTERN CAPE MOBILITY DEPARTMENT**

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| <b><u>CLOSING DATE</u></b> | : | 09 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will |

include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 37/339** : **DEPUTY DIRECTOR: GOVERNANCE AND DEMAND MANAGEMENT REF NO: WCMD 56/2026**

**SALARY** : R932 292- R1 098 195 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management or Supply Chain Management; A minimum of 3 years relevant supply chain management experience in a governance and demand management working environment at supervisory level/management level (ASD). Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; manage procurement and provisioning services; manage procurement and tendering processes; implement the Broad-Based Black Economic Empowerment Act; implement the Preferential Procurement Policy Framework Act and associated regulations, practice notes and circulars; implement the Public Service Anti-Corruption Strategy; manage supply chain management processes in accordance with the Supply Chain Management Guide for Accounting Officers and Authorities; manage financial processes in accordance with the Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and public service best practices; manage delegation frameworks, service level agreements, supplier relationships, contracts, strategic sourcing and departmental policies and procedures; use government financial systems; manage public sector supply chain management models and processes; manage strategic sourcing across a broad range of commodities within a goods and services environment; manage the Mobility procurement market; manage contract management processes, including legal aspects of supply chain management, drafting heads of terms and providing input into SLA negotiations; manage supply chain management authorities, delegations and related requirements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: plan and organise activities; conduct analysis; compile and write reports; communicate effectively; deliver presentations; maintain effective interpersonal relationships; solve problems; perform supervisory functions; work effectively under pressure; travel frequently when required

**DUTIES** : Manage and oversee compliance and performance management services; Manage and oversee a demand management service; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.

**ENQUIRIES** : Mr R Wiggill Tel No: (021) 483 0600  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 37/340** : **CHIEF PROVINCIAL INSPECTOR: LECTURER REF NO: WCMD 72/2026 (VARIOUS POSTS AVAILABLE, IN VARIOUS COMPONENTS)**

**SALARY** : R605 742 - R713 535 per annum (Level 10)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-degree (equivalent or higher) qualification; A minimum of 3 years' supervisory experience; A minimum of 7 years' working experience in the traffic law enforcement field. A valid (A and EC or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. No criminal record. Competencies: Extensive knowledge and understanding of the following: operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic

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|                            |   | Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; the Code of Conduct for the Public Service; Dimensional and Mass Limitations and other Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Knowledge and understanding of vehicle inspections; impoundment procedures; Knowledge and understanding of the completion of traffic law enforcement documents; the operational guidelines on traffic law enforcement equipment; the storage and transportation of dangerous goods in accordance with national and international statutory requirements; Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, guidelines and other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/ related functional areas; policies of the government of the day; Labour Relations legislation and regulations; performance management in general. |
| <b><u>DUTIES</u></b>       | : | Operational training Development Planning, Service Delivery and Component Management. Manage the implementation of the Operational Law Enforcement Plan; Ensure effective and efficient Leadership; Management of service delivery improvement; Managerial functions; Plan and coordinate interventions in the Directorate Traffic Management. Evaluate, manage and implement training interventions; Liaise with relevant role players; Management of Human Resources; Financial Management; Asset Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr Donald Lakey Tel No: (021) 911 2162                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 37/341</u></b>  | : | <b><u>ASSISTANT DIRECTOR: LAND TRANSPORT SYSTEMS REF NO: WCMD 51/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification) in information systems, business analysis/management and project management.; A minimum of 3 years relevant supervisory level experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Transport related regulatory, legislation policies and frameworks; Land transport systems and/or ICT systems; Transport related information services; Integrated Transport Hub (ITH) as a central hub for information exchange; Optimisation of data management processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Data Analysis; Accounting, Finance and Audit; Analytical thinking; Planning; Organising; Problem Solving; Conflict Resolution; Monitoring, Evaluation and Reporting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | ITH Data and Technology Management; Data Integration and Management; Stakeholder Engagement and Collaboration; Risk Management and Compliance; Managerial Functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr N Hendricks Tel No: (021) 483 6904                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/342</u></b>  | : | <b><u>ASSISTANT DIRECTOR: TRAFFIC LAW FEE COLLECTION AND DISBURSEMENT REF NO: WCMD 53/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3-years relevant experience at supervisory level. Competencies: Knowledge of and working experience with the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage motor vehicle licensing fee collection and disbursement processes; manage RTMC transaction fee collection and disbursement processes; manage National Traffic Information (NaTIS) fee collection and disbursement processes; manage the driving licence card production account; manage driver fitness fee collection and disbursement processes; manage vehicle fitness fee collection and disbursement processes; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; plan and organise activities and resources; compile and write reports; provide leadership; communicate effectively in writing and verbally; deliver presentations; influence and motivate stakeholders; analyse information and data; perform legal administration; maintain effective interpersonal relationships; resolve conflicts; coach and mentor staff; work effectively under pressure; work irregular hours when required; meet tight deadlines. |
| <b><u>DUTIES</u></b>       | : | Traffic Law Fees Management; Policy, Compliance and Advisory Support; Manage Fees Collection and Disbursement Operations; Liaison and communication with various clients / stakeholders; Managerial functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr R Barreiro Tel No: (021) 483 2061                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 37/343</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT (TLE) REF NO: WCMD 54/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A minimum of 5 years of relevant experience in an administrative support working environment. Competencies: Working knowledge in the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; render Finance, Procurement, Transport, Registry and People Management/HR support services; manage projects; implement operational management practices; manage procurement and tendering processes; develop, implement, monitor and review policies and operational processes; manage public service procedures, processes and systems; manage public finance, human resources and related administrative processes; administer the Public Service Act, 1994, as amended, Public Service Regulations, 2026, and relevant People Management policies, directives, frameworks, codes and collective agreements; support and implement the policies of the government of the day; manage performance management processes; perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; communicate effectively in writing and verbally; compile and write reports; use Microsoft Office applications, including Word, Excel and PowerPoint, and Internet and Intranet systems proficiently; deliver presentations; plan and                                                                                                                                                                                                            |

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|                            |   | organise activities and resources; manage time effectively; Skills: conduct analytical thinking and problem-solving; maintain professional grooming and presentation standards; Other: liaise effectively with customers and clients; maintain effective interpersonal relationships; perform supervisory functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Render Finance, Procurement, Transport, Registry and People Management/ HR support services in the Directorate; Render administrative support services in the Directorate; Research and development; Reporting, Analysis and Record Keeping.; Managerial functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Fennie Tel No: (021) 911 2333                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/344</u></b>  | : | <b><u>ASSISTANT DIRECTOR: REGISTRATION AND COMPLIANCE REF NO: WCMD 55/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years relevant experience at supervisory level; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the National Land Transport Act (Act No. 5 of 2009), National Land Transport Regulations and Western Cape Road Transportation Amendment Law 8; manage organisational and management practices, policies and the operational functioning of the Directorate; manage the registration of taxi associations and their members; coordinate the transport relations function; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; plan and organise activities and resources; compile and write reports; provide leadership; communicate effectively in writing and verbally; deliver presentations; influence and motivate stakeholders; analyse information and data; perform legal administration; resolve conflicts; Other: maintain effective interpersonal relationships; coach and mentor staff; work effectively under pressure; work irregular hours when required; meet tight deadlines. |
| <b><u>DUTIES</u></b>       | : | Coordination and management of all registered Taxi Associations through a regulatory process to ensure compliance; Engage and strengthen relationships with key stakeholders; Coordinate and manage the Registration and Processing of Applications; Empower and capacitate taxi association operators with the Standard Minimum Constitution and other capacity building initiatives; Managerial and supervisory functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms J Ndlovu Tel No: (021) 483 0260                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 37/345</u></b>  | : | <b><u>ASSISTANT DIRECTOR: (EDEN) REF NO: WCMD 58/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 years experience at supervisory level in a road safety management working environment or related fields; A valid driving licence (Code B or higher).Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                            |   | provide traffic safety education; plan and execute road safety interventions; create awareness and inform road users about traffic safety projects and road safety issues; market heavy-duty driver training assistance; monitor services rendered by driver training schools; manage projects; implement operational management practices; manage public service procedures, processes and systems; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: plan and organise activities; conduct analysis; compile and write reports; communicate effectively; deliver presentations; maintain effective interpersonal relationships; solve problems; perform supervisory functions; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Oversee the planning of road safety education and awareness interventions in the Eden Region; Ensure that the road safety targets are reached in the West Coast Region to enhance road safety and service delivery; Accounting for progress and performance; Competent asset stewardship; Managerial functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr Willie Van der Merwe Tel No: (022) 983 1536                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/346</u></b>  | : | <b><u>ASSISTANT DIRECTOR: TRANSVERSAL SUPPORT REF NO: WCMD 59/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A minimum of 5 years relevant experience. Competencies: Knowledge of and working experience with: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage projects; implement operational management practices; manage procurement and tendering processes; develop, implement, monitor and review policies and operational processes; manage public service procedures, processes and systems; manage public finance, human resources and related administrative processes; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; perform general office administration and database management; manage performance management processes; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: work effectively under pressure; work irregular hours when required; meet tight deadlines. |
| <b><u>DUTIES</u></b>       | : | Provide financial support services; Manage the document management services; Manage the general administrative support duties; Managerial functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Ms Bernie Macmahon Tel No: (021) 483 0211                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 37/347</u></b>  | : | <b><u>ASSESSOR: ASSESSMENT REF NO: WCMD 60/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R487 197 - R573 897 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the Public Service Act, 1994, as amended (Act No. 103 of 1994); administer the Public Service Regulations, 2016; administer the Western Cape Road Transportation Act Amendment Law (Act                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                            |   | 8 of 1996); administer the National Land Transport Act (Act No. 5 of 2009); administer the Road Transportation Act (Act No. 74 of 1977); administer the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); administer the National Land Transport Regulations, 2009; assess land transport matters relating to the registration of transport institutions and their members; manage projects; administer relevant People Management policies, directives, frameworks, codes and collective agreements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: communicate effectively; analyse information; resolve conflicts; plan and organise activities; work effectively under pressure; work irregular hours when required; meet tight deadlines; perform legal administration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Conduct hearings and meetings with mini-bus taxi industry stakeholders; Mini-bus taxi industry capacitation; Investigation and Mediation; Monitor Compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mr Jon-Paul Sampson Tel No: (021) 483 9957                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 37/348</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: HUMAN RIGHTS: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: WCMD 02/2026R1</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R413 001 - R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in a human rights or related working environment; A valid code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on human rights, gender equality, disability, youth, and employment equity issues; Employment Equity Act, 1998; Promotion of Equality and Prevention of Unfair Discrimination Act, 2000; Protection of Personal Information Act, 2013; Promotion of Access to Information Act, 2000; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Instructions (promote the departmental objective/goal of gender-responsive budgeting to bring gender mainstreaming to public finances, which eventually results in gender-responsive budgets, etc.); South Africa's National Policy Framework for Woman's Empowerment and Gender Equality; Gender Equality Strategic Framework for the Public Service; WCG Human Rights Mainstreaming Approach Framework; White Paper on the Rights of Persons with Disabilities; National Strategic Framework on Reasonable Accommodation for Persons with Disabilities; DPSA Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service; Experience with the compilation and implementation of departmental human rights strategic frameworks departmental action plans, departmental human rights mainstreaming implementation reports; Project management; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Written and Verbal Communication; Planning and Organising; Research, including the ability to analyse and interpret information; Report-writing; Presentation. |
| <b><u>DUTIES</u></b>       | : | Facilitate and render support for the integration and mainstreaming of human rights policy principles and requirements applicable to priority groups (Woman, Persons with Disabilities, Youth, Children, Older Persons and Gender) into all departmental strategic frameworks, policies, programs, plans and reports; Facilitate and coordinate the monitoring and evaluation of departmental performance applicable to Woman, Persons with Disabilities, Youth, Children, Older Persons and Gender programmes in the Department; Reporting on human rights issues; Facilitate and coordinate Sexual Harassment issues in the Department; Managerial/ Supervisory functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Magadla Tel No: (021) 483 0997/ <a href="mailto:Anathi.Magadla@westerncape.gov.za">Anathi.Magadla@westerncape.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 37/349</u></b>  | : | <b><u>PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 64/2026 (VARIOUS POSTS AVAILABLE)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R413 001 - R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (equivalent or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. No Criminal record. Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage the operational functioning of the Directorate Traffic Law Enforcement; administer the National Road Traffic Act, 1996 (Act 93 of 1996); administer the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); administer the Firearms Control Act, 2000 (Act 60 of 2000); administer the Criminal Procedure Act, 1977 (Act 51 of 1977); administer the Firearms Control Regulations, 2004; administer the National Road Traffic Regulations, 2000; manage dimensional and mass limitations and the requirements for abnormal load vehicles in accordance with TRH 11; implement guidelines from the Director of Public Prosecutions; conduct driver fitness inspections; conduct vehicle fitness inspections; manage impoundment procedures; complete traffic law enforcement documents; manage traffic law enforcement equipment in accordance with operational guidelines; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; manage Labour Relations legislation and regulations; manage performance management processes; Skills: perform numeracy and literacy functions; perform literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform legal administration; Other: communicate effectively; plan and organise activities; solve problems; manage conflicts; manage resources; manage customer relationships; provide leadership; control and monitor activities; manage people; maintain records; manage service delivery; make sound decisions; manage results and quality; draft and compile written reports; drive vehicles; conduct investigations; motivate staff and stakeholders; conduct analytical assessments; manage operational and project activities; negotiate with stakeholders; interpret legislation and information; evaluate legal evidence; conduct observations; mentor and coach staff; drive innovation and continuous improvement; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required. |
| <b><u>DUTIES</u></b>       | : | Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr D Paton Tel No: (022) 713 1286                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 37/350</u></b>  | : | <b><u>TRANSPORT RELATIONS OFFICER: REGISTRATION AND COMPLIANCE REF NO: WCMD 36/2025 R1 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R413 001 - R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (or higher qualification); a minimum of 1 year experience in operating licensing administration working environment. a valid code B driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Transport legislation and policies; Communication, media management, and public relations; Inter-governmental relations; Relations, public participation and public transport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                            |   | office administration. Minibus taxi industry; Criminal Procedure Act, Anti-Corruption and Fraud Legislation, and relevant legislation/policies/prescripts and procedures. Skills needed: Research; Analytical thinking; financial management, project management, managerial skills, computer literacy, communication (written and verbal). Problem Solving. Presentation; Public speaking; Conflict resolution, sound organizational good people skills; Interpersonal relations; Commitment and integrity; Customer service orientation; diversity management, and Team leadership. Self-Management and motivation; Ability to act with fact and discretion; Good grooming and presentation, a high level of reliability, and good telephone etiquette.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Monitor compliance of all registered taxi associations and its members handle and manage conflict; Capacitate minibus taxi industry; Investigation and mediation; Monitor compliance; General administrative duties; Keep and update registration records; Engage with relevant stakeholders and role players regarding legislation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Mr A Isaacs Tel No: (021) 483 0252                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/351</u></b>  | : | <b><u>INSPECTOR: TRAFFIC LAW ADMINISTRATION (METRO) REF NO: WCMD 70/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R413 001 - R486 501 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the National Road Traffic Act, 1996; administer the Western Cape Provincial Road Traffic Administration Act, 2012; implement financial processes in accordance with the Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; administer the National Road Traffic Regulations, 2000; manage the National Traffic Information System (eNaTIS); implement Provincial Road Traffic Regulations; manage eNaTIS policies, processes and procedures; provide customer and personal services; perform technical functions relevant to the line function; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: compile and present reports; solve problems; communicate effectively; plan and organise activities; work effectively under pressure; work irregular hours when required; meet tight deadlines. Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the National Road Traffic Act, 1996; administer the Western Cape Provincial Road Traffic Administration Act, 2012; implement financial processes in accordance with the Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; administer the National Road Traffic Regulations, 2000; manage the National Traffic Information System (eNaTIS); implement Provincial Road Traffic Regulations; manage eNaTIS policies, processes and procedures; provide customer and personal services; perform technical functions relevant to the line function; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: compile and present reports; solve problems; communicate effectively; plan and organise activities; work effectively under pressure; work irregular hours when required; meet tight deadlines. |
| <b><u>DUTIES</u></b>       | : | Conduct Audits/Investigations; Conduct follow-up audit inspections on reports issued by the National Inspectorate; Audit planning; Liaison with departmental stakeholders in respect of audits/investigations responses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mr CC Majiedt Tel No: (021) 483 2073                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b>POST 37/352</b>         | : | <b><u>PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR: PROVINCIAL<br/>TRANSPORT REGISTRATION REF NO: WCMD 57/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R338 106 - R398 277 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5; A minimum of 3 years experience in rendering Office Management, and Operational and Executive Support. Provides a secretarial/ receptionist support service to the Director; Renders administrative support services; Provides support to Director regarding meetings; Supports the Director with the administration of the Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Act as Liaison between the PTR and internal and external stakeholders and role-players. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage projects; implement operational management practices; manage procurement and tendering processes; manage public service procedures, processes and systems; manage financial processes in accordance with the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; perform administrative procedures and processes; manage general office administration and database management; manage information and records; use relevant software packages and computer programmes effectively; use general information support systems such as BAS; use current technology, including social media and applications; Skills: perform numeracy and literacy functions; perform legal and computer-related functions; communicate effectively in the required language; organise and plan activities effectively; manage people and interpersonal relationships; communicate effectively in writing; liaise and network with clients and stakeholders; compile and write reports; conduct research; solve problems; manage projects; uphold high ethical standards; maintain confidentiality; Other: gather and analyse information; demonstrate self-management and motivation; maintain good telephone etiquette; demonstrate a high level of reliability; act with tact and discretion; communicate effectively with people at different levels and from diverse backgrounds; conduct research and analyse documents and situations; work effectively under pressure; work irregular hours when required; meet tight deadlines; maintain safety and security awareness. |
| <b><u>DUTIES</u></b>       | : | Provides a secretarial/receptionist support service to the Director; Renders administrative support services; Provides support to Director regarding meetings; Supports the Director with the administration of the Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Act as Liaison between the PTR and internal and external stakeholders and role-players.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms Cornel Geldenhuys Tel No: (021) 483 0290                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>POST 37/353</b>         | : | <b><u>CUSTOMER RELATIONS OFFICER: REGISTRATION AND COMPLIANCE<br/>REF NO: WCMD 61/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R338 106 - R 398 277 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) at NQF 6 in customer / client services or customer/client care or related fields. A minimum of 1-year relevant administrative support experience. Competencies: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the Public Service Act, 1994, as amended (Act No. 103 of 1994); administer the Public Service Regulations, 2016; administer the National Land Transport Act (Act No. 5 of 2009); administer the Road Transportation Act (Act No. 74 of 1977); administer the Western                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                            |   | Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); administer the National Land Transport Regulations, 2009; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; process applications for operating licences; manage the functions, activities, processes and procedures of a Walk-In-Centre; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; provide customer and client care; Other: compile and present reports; solve problems; communicate effectively; plan and organise activities; conduct research; work effectively under pressure; work irregular hours when required; meet tight deadlines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Render assistance with the handling of enquiries; Client Service and Application Administration; Business Process Improvement and Operational Support; Render administrative support services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms J Ndlovu Tel No: (021) 483 0260                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/354</u></b>  | : | <b><u>CUSTOMER RELATIONS OFFICER, PROVINCIAL REGULATORY ENTITY: EDEN REF NO: WCMD 62/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R338 106 - R398 277 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant administrative support experience. Competencies: Knowledge of and working experience: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the National Land Transport Act (Act No. 5 of 2009); administer the Road Transportation Act (Act No. 74 of 1977); administer the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); administer the National Land Transport Regulations, 2009; manage the functions, activities, processes and procedures of a Provincial Regulatory Entity; process applications for operating licences; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; perform general office administration and database management; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: compile and present reports; solve problems; communicate effectively; plan and organise activities; conduct research; work effectively under pressure; work irregular hours when required; meet tight deadlines. |
| <b><u>DUTIES</u></b>       | : | Render assistance with the handling of enquiries; Client Service and Application Administration; Business Process Improvement and Operational Support; Render administrative support services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr H Kirkwood Tel No: (021) 483 0228                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 37/355</u></b>  | : | <b><u>SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 65/2026 (VARIOUS POSTS AVAILABLE)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R338 106 - R398 277 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | A minimum of a Senior Certificate (Grade 12 or equivalent or higher qualification); A minimum of 3 years of practical experience as a provincial inspector; must be in possession of a basic traffic diploma or equivalent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

qualification; A valid Code B/EB (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. No criminal record. Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage the operational functioning of the Directorate Traffic Law Enforcement; administer the National Road Traffic Act, 1996 (Act 93 of 1996); administer the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); administer the Firearms Control Act, 2000 (Act 60 of 2000); administer the Criminal Procedure Act, 1977 (Act 51 of 1977); administer the Firearms Control Regulations, 2004; administer the National Road Traffic Regulations, 2000; manage dimensional and mass limitations and the requirements for abnormal load vehicles in accordance with TRH 11; implement guidelines from the Director of Public Prosecutions; conduct driver fitness inspections; conduct vehicle fitness inspections; manage impoundment procedures; complete traffic law enforcement documents; manage traffic law enforcement equipment in accordance with operational guidelines; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; manage Labour Relations legislation and regulations; manage performance management processes; Skills: perform numeracy and literacy functions; perform literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform legal administration; Other: communicate effectively; plan and organise activities; solve problems; manage conflicts; manage resources; manage customer relationships; provide leadership; control and monitor activities; manage people; maintain records; manage service delivery; make sound decisions; manage results and quality; draft and compile written reports; drive vehicles; conduct investigations; motivate staff and stakeholders; conduct analytical assessments; manage operational and project activities; negotiate with stakeholders; interpret legislation and information; evaluate legal evidence; conduct observations; mentor and coach staff; drive innovation and continuous improvement; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

**DUTIES** : Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Vehicles and Monitor Compliance with Vehicle Fitness and Roadworthiness: Requirements: Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess Road conditions; Mentor and coach Provincial Inspector's (PI's) on probation and appointed PI's; Supervisory functions.

**ENQUIRIES** : Mr T Qunta Tel No: (023) 983 1512

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 37/356** : **PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 63/2026 (VARIOUS POSTS AVAILABLE)**

**SALARY** : R280 278 - R330 162 per annum (Level 06)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : A minimum of a Grade 12 qualification (equivalent or higher qualification); A minimum of 1-year practical experience in law enforcement; Must be in possession of a basic traffic diploma; A valid driving licence (Code B or higher).Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Manage the operational functioning of the Directorate Traffic Law Enforcement; administer the National Road Traffic Act, 1996 (Act 93 of 1996); administer the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); administer the Firearms Control Act, 2000 (Act 60 of 2000); administer the Criminal Procedure Act, 1977 (Act 51 of 1977); administer the Firearms Control Regulations, 2004; administer the National Road Traffic Regulations, 2000; manage dimensional and mass limitations and the requirements for abnormal load vehicles in accordance with TRH 11; implement guidelines from the Director of Public Prosecutions; conduct driver fitness inspections; conduct vehicle fitness inspections; manage impoundment procedures; complete traffic law enforcement documentation; manage traffic law enforcement equipment in accordance with operational

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|                            |   | guidelines; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: manage records; manage resources; manage customer relationships; resolve conflicts; drive vehicles; negotiate with stakeholders; interpret information and legislation; evaluate legal evidence; conduct observations; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.                                                      |
| <b><u>DUTIES</u></b>       | : | Enforce Road Traffic, Public Passenger and Transport Legislation; Conduct vehicle, driver and road user compliance inspections and enforce compliance with applicable legislation; Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Swanepoel Tel No: (023) 414 2611                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/357</u></b>  | : | <b><u>SUPPLY CHAIN MANAGEMENT CLERK: FINANCIAL SUPPORT REF NO: WCMD 69/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R237 453 - R279 708 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (Senior Certificate or equivalent qualification).Competencies: Basic knowledge of the following: Supply chain management duties, practices as well as the ability to capture data, operate computer and collect statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment; Insight of the Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Interpersonal Relations; Flexibility; Teamwork; Customer Care; Reporting; Problem-solving; Creative Thinking; Decision Making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.            |
| <b><u>DUTIES</u></b>       | : | Render asset management clerical support; Render demand and acquisition clerical support; Render logistical support services; Render record keeping support services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mr. J Van Wyk Tel No: (021) 483 0273                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 37/358</u></b>  | : | <b><u>ADMINISTRATION CLERK - TRAFFIC LAW EXEMPTIONS AND PERMITS REF NO: WCMD 67/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R237 453 - R279 708 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (Senior Certificate or equivalent qualification).Competencies: Perform clerical duties and administrative practices; capture data; operate computer systems; collect and maintain statistics; administer the legislative framework governing the Public Service; manage applications in accordance with traffic legislation; perform work procedures relevant to the working environment; Skills: use computer systems effectively; plan and organise activities; communicate effectively in the required language; communicate effectively in writing and verbally; Other: demonstrate job knowledge; maintain effective interpersonal relationships; demonstrate flexibility; work effectively as part of a team; perform routine tasks; operate office equipment; work effectively under pressure; work irregular hours when required; meet tight deadlines. |
| <b><u>DUTIES</u></b>       | : | Render general clerical support services; Provide supply chain clerical support services within the section; Provide personnel administration clerical support services within the section; Provide financial administration support services in the section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Mr JF Lombard Tel No: (021) 483 4177                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/359</u></b>  | : | <b><u>RADIO OPERATOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 71/2026 (VARIOUS POSTS AVAILABLE IN DIFFERENT COMPONENTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R237 453 - R279 708 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (Senior Certificate or equivalent qualification); Certification in radio communication or related fields. Competencies: Knowledge in the following: Implement relevant policies and prescripts; manage the operational functioning of the Directorate Traffic Law Enforcement; operate radio communication systems in a traffic law enforcement environment; manage radio communication systems and protocols; use additional communication technologies and systems; manage radio frequency (RF) principles and practices; operate and maintain communication equipment, including transceivers and antennas; use communication software and logging tools; perform work procedures relevant to the working environment; use internal departmental technological systems for communication monitoring, information capturing and operational coordination; use internal departmental technological systems and communication platforms for operational coordination, information capturing and communication monitoring within the Directorate; Skills: use computer systems effectively; plan and organise activities; communicate effectively in the required language; communicate verbally to a high standard; maintain attention to detail; Other: provide customer care; compile reports; solve problems; demonstrate creative thinking; make sound decisions; interpret information accurately; work effectively under pressure; make quick decisions in high-stress situations; follow emergency response procedures and radio etiquette; work irregular hours when required; meet tight deadlines. |
| <b><u>DUTIES</u></b>       | : | Operate radio communication equipment to transmit and receive messages accurately and efficiently; Ensure quality assurance with the maintenance of radio communication equipment; Remain abreast of new communication technologies, policies and emerging development relevant to the Directorate; Record Keeping and Filing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Ms D Paton Tel No: (022) 713 1286                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 37/360</u></b>  | : | <b><u>CLEANER: TRAFFIC SUPPORT SERVICES REF NO: WCMD 68/2026 (VARIOUS POSTS AVAILABLE AT VARIOUS LOCATIONS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R144 024 - R169 656 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Adult Basic Education and Training (ABET). Competencies: Basic understanding of the following: How to operate vacuum cleaners and other related cleaning equipment; Procedures to ensure that cleaning machines (microwave ovens, vacuum cleaners, refrigerators, etc.) and other related equipment are maintained properly. Skills in the following: Language; Planning and Organisation; Communication; Willingness to work irregular hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Provision of all cleaning services; Clean general kitchens; Cleaning the restrooms; Keep and maintain cleaning materials and equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms. P Swanepoel Tel No: (023) 414 2611                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:<br>1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);<br>Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**NOTE**

Or 3. Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

: Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.