



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.

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)

<u>CLOSING DATE</u>	:	30 October 2026 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc.) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . Appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police 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

<u>POST 37/01</u>	:	<u>DEPUTY DIRECTOR: HR POLICY REF NO: 3/3/1/94/2026</u> (This is a re-advertisement; candidates who previously applied are encouraged to re-apply) Directorate: Human Resource Administration
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS).
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a 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

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 Europe, 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

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

		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.
DUTIES	:	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.
ENQUIRIES	:	Mr B Zwane Tel No: (012) 309 8753
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAFArecruit95@nda.gov.za
NOTE	:	EE Target: African Males and Persons with disability.
POST 37/04	:	<u>LAND USE OFFICER REF NO 3/3/1/98/2026</u> Directorate: Land and Soil Management
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Gauteng: Pretoria
REQUIREMENTS	:	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.
DUTIES	:	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.

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, Agriculture 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.
ENQUIRIES	:	Mr David Motloi Tel No: (012) 319 6889
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAROfrecruit99@nda.gov.za
NOTE	:	EE Target: African Males and African, Coloured and Indian Females, and persons with disability.
POST 37/06	:	<u>ADMINISTRATION CLERK: LOSSES & CLAIMS REF NO: 3/3/1/96/2026</u> Directorate: Demand and Acquisition Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Ms Kholofelo Mathye Tel No: (012) 312 9367
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACLCreruit96@nda.gov.za .
NOTE	:	EE Target: African Males, Coloured Males, Indian Females and Persons with disability.

CIVILIAN SECRETARIAT FOR POLICE SERVICE

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	30 October 2026
<u>NOTE</u>	:	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

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

APPLICATIONS : Can also be emailed to 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

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.

CLOSING DATE	:	30 October 2026
NOTE	:	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 http://www.dpsa.gov.za/dpsa2g/vacancies.asp . 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 www.cogta.gov.za , 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: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 37/12	:	<u>DIRECTOR: MUNICIPAL PROPERTY VALUATION REF NO: D-MP/03</u>
encouraged	:	This is a re-advertisement, Candidates who previously applied are to re-apply, as previous applications will not be considered.
SALARY	:	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.
CENTRE	:	Pretoria
REQUIREMENTS	:	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** :
- APPLICATIONS** :
- Dr K Naidoo at 064 752 5617
- Applications must be submitted electronically via email to: 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** :
- CENTRE** :
- REQUIREMENTS** :
- R932 292 per annum (Level 11)
- Pretoria
- 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** :
- APPLICATIONS** :
- Ms EJ van Wyk at 064 850 8845
- Applications must be submitted electronically via email to: dcog18@tttrecruitment.co.za
- For application enquiries contact: To the T Recruitment Tel No: (010) 102

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<u>POST 37/14</u>	:	<u>DEPUTY DIRECTOR: AWARENESS AND ADVOCACY REF NO: DD/AA-02</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms C Nonjola at 071 724 2789
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: dcog19@tttreruitment.co.za For application enquiries contact: To the T Recruitment Tel No: (010)102 3607
<u>POST 37/15</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH AND EVALUATION COORDINATION REF NO: AD:R&EC</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr R Plank, Tel No: 084 706 4672
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: adrec@ntirho.co.za For application enquiries contact: Vanessa Cox Tel No: (010)593 1998
<u>POST 37/16</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT AND TRAVEL MANAGEMENT REF NO: ADTTM06</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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

		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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Dr M Modise at 082 311 2134
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: response2@multilead.co.za For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103/4
<u>POST 37/17</u>	:	<u>SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT, SUPPLIER PERFORMANCE AND REPORTING REF NO: SSCMDSPR</u> This is a re-advertisement. Candidates who previously applied are encouraged to re-apply, as previous applications will not be considered.
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr S Mabija at 083 303 4051
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: recruitment35@cogta.gov.za for application enquiries contact: Mr s Ramphisa at 064 000 8438
<u>POST 37/18</u>	:	<u>SENIOR PERSONNEL OFFICER: REMUNERATION AND CONDITIONS OF SERVICE REF NO: SPORCS07</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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

		on Leave and Special Leave in the Public Service. Financial Manual. Guide for members of the Executive. Broad knowledge of PERSAL. DPSA Professionalisation Directives.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms L Malahlela at 071 172 3695
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: response3@multilead.co.za For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103/4
<u>POST 37/19</u>	:	<u>ADMIN OFFICER: VETTING REF NO: AOV08</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M Mbengashe at 064 850 8831
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: response4@multilead.co.za 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.

<u>CLOSING DATE</u>	:	30 October 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the old Z83 application form will not be considered. Each application for each post (s) must have its own application form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV and a completed, initialled and signed Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African 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

<u>POST 37/20</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/8/193</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	:	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.

		Interpersonal. Presentation. Problem Solvig. Planning and organising. Policy analysis and Interpretation. Communication (Verbal and Written) Computer Literacy. Report writing.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to African Females, Coloured Males, Indian Males, Indian Females, White males.
<u>POST 37/21</u>	:	<u>BCEA INSPECTOR REF NO: HR4/4/8/192</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Upington
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Upington Labour Centre – Email: NC-Upington@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to Coloured Males, Indian Males and Females, White Males.
<u>POST 37/22</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO HR4/26/10/02HQ</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Cecil Lechalaba Tel No: (012) 309 4409
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ11@labour.gov.za
<u>NOTE</u>	:	EE targets-Priority will be given to Coloured Males and Females, Indian Males and Females, White Males

POST 37/23	:	<u>ADMINISTRATION OFFICER: EMPLOYER SERVICE REF NO: HR4/4/9/29</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office – KwaZulu Natal
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms PZ Maseko Tel No: (031) 366 2246
<u>APPLICATIONS</u>	:	Director: Public Employment Services, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN14@labour.gov.za
<u>NOTE</u>	:	EE targets- Indian Males, Indian Females, and Persons with disabilities.
POST 37/24	:	<u>BCEA INSPECTOR (X4 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Calvinia Labour Centre Ref No: HR 4/4/8/190 (X2 Posts) Upington Labour Centre Ref No: HR 4/4/8/191 (X1 Post) Kuruman Labour Centre Ref No: HR 4/4/8/180(X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Calvinia Labour Centre-Email: Jobs-NCCAL@LABOUR.gov.za Upington Labour Centre – Email: NC-Upington@labour.gov.za Kuruman Labour Centre – Email: NC-Kuruman@labour.gov.za
<u>NOTE</u>	:	EE targets-Priority will be given to Coloured Males, Indian Males and Females, White Males.
POST 37/25	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/8/194</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Postmarsburg Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12 / National Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone Etiquette, Interviewing, Ability to Interpret Legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration administrative services of work and learning opportunities on ESSA. Refer

		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.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>NOTE</u>	:	EE targets-Priority will be given to Coloured Males, Indians Females, Whites Males.
<u>POST 37/26</u>	:	<u>PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/1/13</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	East London Provincial Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. S Joko Tel No: (043)701 3030
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management: Private Bag X9005, East London, 5201.
<u>NOTE</u>	:	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

		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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Zimasa Jika at (082) 332 7943
<u>POST 37/29</u>	:	<u>ASSISTANT DIRECTOR: MEDIA AND EDITORIAL SERVICES REF NO: CMS-CT16/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr K Letsebe Tel No: (021) 493 7138
<u>POST 37/30</u>	:	<u>PRINCIPAL COMMUNICATION OFFICER: STAKEHOLDER COOPERATION AND AWARENESS REF NO: CMS-CT18/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	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

		organise and plan under pressure. Sense of responsibility and ability to lead multidisciplinary team and to resolve conflicts.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr P Sigutya Tel No: (021) 493 7136
<u>POST 37/31</u>	:	<u>SENIOR COMMUNICATION OFFICER: STAKEHOLDER COOPERATION & AWARENESS REF NO: CMS-CT17/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr P Sigutya Tel No: (021) 4937136
<u>POST 37/32</u>	:	<u>ADMINISTRATIVE OFFICER: ACCOMMODATION AND AUXILIARY SERVICES</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Ref No: CMS-CT12/2026 Pietermaritzburg Ref No: CMS-CT13/2026
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

<u>POST 37/33</u>	:	<u>ASSISTANT DIRECTOR: TVET MANAGEMENT INFORMATION SYSTEM</u> <u>REF NO: ASD/MIS/CCT/10/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	College Of Cape Town TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric, with a 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr B. Klaas Tel No: (021) 404 6700
<u>APPLICATIONS</u>	:	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 HRapplications@cct.edu.za
<u>NOTE</u>	:	The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the

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

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

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

<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/35</u>	:	<u>OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: OHS/02/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600. Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/36</u>	:	<u>ASSET OFFICER/SUPPLYCHAIN: FINANCE SECTION REF NO: ASSET/03/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/37</u>	:	<u>HUMAN RESOURCES OFFICER REF NO: HR/04/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	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

NOTE

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

<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/38</u>	:	<u>ADMIN OFFICER PLU REF NO: PLU/05/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R338 106 – R398 227 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

		suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/39</u>	:	<u>TRANSPORT OFFICER REF NO: TRA/06/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R338 106 – R398 227 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Office, King William's Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/40</u>	:	<u>FINANCIAL AID OFFICERS (X3 POSTS)</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town: Ref No: KING/01/09/2026 Ref No: ZWE/02/09/2026 Ref No: AL/03/09/2026
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 together with a recognised three-year (3) National Diploma in Financial Management (NQF 6) or related qualification plus at

		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.
DUTIES	:	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.
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
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 37/41	:	<u>RESIDENCE HOUSEKEEPING SUPERVISOR MALE REF NO: ZWEM/07/2026</u> (Contract) Re advertisement
SALARY CENTRE REQUIREMENTS	:	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.
DUTIES	:	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

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.).
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
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 37/43	:	<u>ADMINISTRATION CLERK: REGISTRATION REF NO: ZW/02/09/2026</u> Permanent, PERSAL Appointment)
SALARY CENTRE REQUIREMENTS	:	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).
DUTIES	:	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.
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
NOTE	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB: Please ensure that the Z83 form is completed in full. Incomplete Z83 will be

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

<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/44</u>	:	<u>DATA CAPTURER REF NO: KC/DATA/01/06</u> (Permanent, PERSAL appointment) Re advertisement
<u>SALARY</u>	:	R201 093 - R236 877 per annum (Level 04), plus actual benefits
<u>CENTRE</u>	:	King Campus
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or 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

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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), 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.
<u>ENQUIRIES</u>	:	Western Cape: Mr M Pienaar Tel No: (021) 488 1409
<u>APPLICATIONS</u>	:	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.
<u>POST 37/46</u>	:	<u>HOSPITAL CLERK REF NO: HRMC 67/26/2</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Western Cape: Small Office: Ceres
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Western Cape: Mr M Pienaar Tel No: (021) 488 1409
<u>APPLICATIONS</u>	:	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
NOTE

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

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re-appointment under Part "F" must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. 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

POST 37/47	:	<u>VISITORS COMMITTEE COORDINATING OFFICER – VCCO REF NO: JI 63/2026</u> Directorate: Regional Coordination & Oversight
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein – Central Management Region
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Y Mdlalose Tel No: (051) 430 1954
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/L5DQwavyvqqhgFnYa8 or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300
POST 37/48	:	<u>ADMINISTRATIVE CLERK - AUXILIARY SERVICES REF NO: JI 64/2026</u> Directorate: Regional Coordination and Oversight
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	KwaZulu Natal Regional Office – Durban
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. D Mocumi Tel No: (031) 366 1900
<u>APPLICATIONS</u>	:	Submitted online through the following link: https://forms.gle/GvsDSozv21bA3QYu5 or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300
POST 37/49	:	<u>INDEPENDENT CORRECTIONAL CENTRE VISITOR (LEVEL 5 - 3/8TH)</u> Directorate: Regional Coordination & Oversight (36-month contract appointment)
<u>SALARY</u>	:	R89 046 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Central Management Region: Bizzah Makhate Correctional Centre Ref No: JI 65/2026 (X3 Posts) Douglas Correctional Centre Ref No: JI 66/2026 Ficksburg Correctional Centre Ref No: JI 67/2026 Grootvlei Medium A Correctional Centre Ref No: JI 68/2026 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/YJ1Rvftsk5armmvd8>
 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/>

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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 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)

REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES APPLICATIONS	:	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 Post282@dlrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 37/51	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: 3/1/1/2026/281</u> Directorate: Financial And Supply Chain Management Services
SALARY CENTRE REQUIREMENTS	:	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.
DUTIES	:	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

		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.
ENQUIRIES	:	Ms N Ziqubu Tel No: (033) 264 9515
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post281@dlrrd.gov.za
NOTE	:	EE Targets: Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
POST 37/52	:	<u>ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/1/1/2026/287</u>
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Eastern Cape Deeds Registry: Mthatha
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Ms N Socikwa at 072 313 2543
APPLICATIONS	:	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 http://deedsportal.deeds.gov.za before the closing date, as no late applications will be considered
NOTE	:	EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian, and White Females, and Persons with disabilities.
POST 37/53	:	<u>DRS SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2026/285</u> Directorate: Registration And Information Services
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	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.
DUTIES	:	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.

		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.
ENQUIRIES	:	Ms. DP Sambo Tel No: (012) 338 7230
APPLICATIONS	:	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: http://deedsportal.deeds.gov.za before the closing date, as no late applications will be considered
NOTE	:	EE Targets: Coloured, Indian, and White Males and Indian Females, and Persons with disabilities.
POST 37/54	:	<u>JUNIOR EXAMINER REF NO: 3/1/1/2026/286 (X2 POSTS)</u> Directorate: Examination, Execution And Deeds Training Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Mpumalanga (Mbombela)
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Ms PT Maphanga Tel No: (013) 756 4000/70
APPLICATIONS	:	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 http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian, and White Females, and Persons with Disabilities.
POST 37/55	:	<u>HUMAN RESOURCE CLERK REF NO: 3/1/1/2026/278</u> Directorate: Human Resource Strategy Planning And Systems
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	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

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

<u>CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
<u>ENQUIRIES APPLICATIONS</u>	:	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 Post280@dlrrd.gov.za
<u>NOTE</u>	:	EE targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 37/58</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 3/1/1/2026/283 (X3 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr HS Tshinavhe Tel No: (012) 338 7324 or Ms PM Matsemela Tel No: (012) 338 7109

<u>APPLICATIONS</u>	:	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: http://deedsportal.deeds.gov.za before the closing date, as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and white Males and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 37/59</u>	:	<u>REGISTRY CLERK REF NO: 3/1/1/1/2026/284 (X2 POSTS)</u> Directorate: Human Resource And Records Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. H Tshinavhe Tel No: (012) 338 7324
<u>APPLICATIONS</u>	:	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: http://deedsportal.deeds.gov.za before the closing date, as no late applications will be considered
<u>NOTE</u>	:	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.

<u>CLOSING DATE</u>	:	02 November 2026
<u>NOTE</u>	:	For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed New Z83 form which can be downloaded at www.dpsa.gov.za/ "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, 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

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

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

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

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

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 / 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

<u>POST 37/66</u>	:	<u>ASSISTANT DIRECTOR: STATISTICIAN REF NO: 2026/145/OC.J</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Wymers: Tel No: (053) 492 3533 HR Related Enquiries: Ms T E Methu: Tel No: (053) 492 3497
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/145/OC.J@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 37/67</u>	:	<u>WEBMASTER REF NO: 2026/72/OC.J</u>
		Re-advert, applicants who previously applied are encouraged to reapply.
<u>SALARY</u>	:	R487 197 – R 579 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. A Mdletshe Tel No: (011) 359 7472 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/72/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 37/68</u>	:	<u>ADMINISTRATION CLERK REF NO: 2026/146/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu-Natal Division of The High Court: Pietermaritzburg
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr MN Zondi Tel No: (033) 345 8211 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/146/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 37/69</u>	:	<u>TYPIST REF NO: 2026/147/OCJ</u>

<u>SALARY</u>	:	R201 093 - R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of High Court, Johannesburg
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/147/OC.J@judiciary.org.za
<u>NOTE</u>	:	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

<u>POST 37/70</u>	:	<u>DEPUTY DIRECTOR: PROPERTY SECTOR ANALYSIS REF NO: 2026/360</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

		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.
<u>ENQUIRIES APPLICATIONS</u>	:	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: Recruitment26-80@dpw.gov.za
<u>POST 37/71</u>	:	<u>CONTROL WORKS MANAGER: MECHANICAL AND ELECTRICAL WORKS MANAGEMENT REF NO: 2026/361</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	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: RecruitNELP26-20@dpw.gov.za
<u>POST 37/72</u>	:	<u>ASSISTANT DIRECTOR: DISPOSAL REMS REF NO: 2026/362</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

ENQUIRIES	:	Ms. M Mokgohloa Tel No: (013) 753 6300/ 072 594 0052
APPLICATIONS	:	Applications for the position of Assistant Director: Disposal REMS Must be emailed to: RecruitNEL26-21@dpw.gov.za
POST 37/73	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY REF NO: 2026/363</u>
SALARY	:	R605 742 per annum
CENTRE	:	Gqeberha Regional Office
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Mr SL Jikeka Tel No: (041) 408 2074
APPLICATIONS	:	for the position of Assistant Director: Occupational Health & Safety must be emailed to: RecruitPE26-43@dpw.gov.za

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

SALARY : R487 197 per annum
CENTRE : Gqeberha Regional Office

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. TE Matiso Tel No: (041) 408 2007
	:	Applications for the position of Assistant Director: Demand Management must be emailed to: RecruitPE26-44@dpw.gov.za
<u>POST 37/75</u>	:	<u>ARTISAN FOREMAN GRADE A: ELECTRICAL: WORKSHOP REF NO: 2026/365</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Z Mashiyane Tel No: (041) 408 2194
	:	Applications for the position of Artisan Foreman Grade A: Electrical: Workshop must be emailed to: RecruitPE26-45@dpw.gov.za
<u>POST 37/76</u>	:	<u>SERVICE DESK AGENTS: MAINTENANCE: SYSTEMS OPERATIONS (HEAD OFFICE AND REGIONS) REF NO: 2026/366 (X18 POSTS)</u> 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.

<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office (Pretoria) and Regional Offices)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRES</u>	:	Ms L Skhosana Tel No: (012) 406 1286
<u>APPLICATIONS</u>	:	Applications for the position of Service Desk Agents: Maintenance: Systems Operations must be emailed to: Recruitment26-81@dpw.gov.za
<u>POST 37/77</u>	:	<u>ACCOUNTING CLERK: FINANCE (BATCH CONTROLLER) REF NO: 2026/367</u> (Re-Advertisement-PSVC 13 of 2026, Ref No: 2026/184A, people who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Sani Tel No: (012) 492 3122
<u>APPLICATIONS</u>	:	Applications for the position of Accounting Clerk: Finance (Batch Controller) must be emailed to: RecruitMTH26-22@dpw.gov.za
<u>NOTE</u>	:	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.

<u>APPLICATIONS</u>	:	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: <u>Human Capital Management-erecruit.HCM2@dsd.gov.za</u> ; Deputy Director: Population Policy and Strategy Implementation, Monitoring and <u>Evaluation-e-recruit.PPSIME@dsd.gov.za</u> ; Deputy Director: Systems <u>Development-erecruit.DDSD2@dsd.gov.za</u> ; HR Information Systems <u>Officer-e-recruit.HRISO@dsd.gov.za</u> .
<u>FOR ATTENTION</u>	:	Mr S Boshielo
<u>CLOSING DATE</u>	:	30 October 2026
<u>NOTE</u>	:	Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies . Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Applicants are expected to pay for the course and may enroll for it at a cost of 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

<u>POST 37/78</u>	:	<u>CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: V1/A/2026</u> Branch: Sector Corporate Services
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	Mr XA Brukwe Tel No: (012) 312-7665/7866 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

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

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	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.
<u>POST 37/80</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: V1/D/2026</u> (Re-advertisement) Directorate: Systems Development
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	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

		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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M Nkhetho Tel No: (012) 312-7108
<u>NOTE</u>	:	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.
<u>POST 37/81</u>	:	<u>HR INFORMATION SYSTEMS OFFICER REF NO: V1/D/2026</u> Directorate: Human Resources Management
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr B Bubu Tel No: (012) 312 7503
<u>NOTE</u>	:	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)

<u>APPLICATIONS</u>	:	Applicants must use this link below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php 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.
<u>CLOSING DATE</u>	:	30 October 2026, 16:00
<u>NOTE</u>	:	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

<u>POST 37/82</u>	:	<u>DEPUTY DIRECTOR: GENDER FOCAL POINT REF NO: DSAC-01/10/2026</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	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

		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.
ENQUIRIES	:	Ms Zandile Maloka Tel No: (012) 441 3730
POST 37/83	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITING: ISINDEBELE REF NO: DSAC-02/10/2026</u>
SALARY	:	R605 742 per annum (Level 10)
CENTRE	:	Pretoria
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	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 or at e-recruitment system: 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 Mthimunya 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. 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

POST 37/86	:	<u>CHIEF DIRECTOR: NEIGHBOURHOOD DEVELOPMENT PROGRAMME</u> <u>REF NO: S112/2026</u> Division: Intergovernmental Relations (IGR) 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
<u>SALARY</u>	:	R1 554 696 per annum, (Including benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	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

		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.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
OTHER POST		
POST 37/87	:	<u>DEPUTY DIRECTOR: EXPENDITURE AND REVENUE MANAGEMENT</u> <u>REF NO: S114/2026</u> Division: Office of The Director-General (ODG) 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.
SALARY CENTRE REQUIREMENTS	:	R932 292 per annum, (Including benefits) Pretoria 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.
DUTIES	:	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.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

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

MANAGEMENT ECHELON

POST 37/88	:	<u>CHIEF DIRECTOR: WATER INSTITUTIONS MANAGEMENT REF NO: 301026/01</u> Branch: Provincial And Entity Governance and International Cooperation
SALARY CENTRE REQUIREMENTS	:	R1 554 696 per annum (Level 14), (all-inclusive salary packages) Pretoria Head Office 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.

		Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Vincent Molatana Tel No: (012) 336 8610
<u>POST 37/89</u>	:	<u>DIRECTOR: OPERATIONS CENTRAL REF NO: 301026/02</u> Branch: Infrastructure Management: Central Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary packages)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr A Thobejane Tel No: (012) 336 7869
OTHER POSTS		
<u>POST 37/90</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: 301026/03</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R1 317 108 – R1 504 797 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	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
CENTRE
REQUIREMENTS

: R1 143 468 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: 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
CENTRE
REQUIREMENTS

: R1 143 468 per annum, (all-inclusive OSD salary package)
: Kugompo
: 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

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

POST 37/93

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DEPUTY PROJECT MANAGER REF NO: 301026/06

Branch: Water And Sanitation Services Management: NW

Cd: Provincial Operations: Northwest

**SALARY
CENTRE
REQUIREMENTS**

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

:

Mmabatho

:

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

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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

<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive salary packages)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr J Khoza Tel No: (012) 336 7405
<u>POST 37/95</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: 301026/08</u> Branch: Water And Sanitation Services Management: FS Cd: Provincial Operations: Free State
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

ENQUIRIES	:	Dr T Ntuli Tel No: (051) 405 9000
POST 37/96 301026/09	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 301026/09</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
SALARY CENTRE REQUIREMENTS	:	R958 766 per annum, (all-inclusive OSD salary package) Bellville 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.
DUTIES	:	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.
ENQUIRIES	:	Mr MS Mnisi Tel No: (021) 941 6144
POST 37/97	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 301026/10</u> Branch: Infrastructure Management: Eastern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Eastern
SALARY CENTRE REQUIREMENTS	:	R958 776 per annum, (all-inclusive OSD salary package) Midmar Dam 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Tahir Jasat Tel No: (033) 239 1900
<u>POST 37/98</u>	:	<u>DEPUTY DIRECTOR: HR INFORMATION MANAGEMENT REF NO: 301026/11</u> Branch: Corporate Support Services Cd: Human Resource Management Dir: Human Resource Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive salary packages) Pretoria Head Office 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.
<u>DUTIES</u>	:	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.

		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.
ENQUIRIES	:	Ms P Naidu Tel No: (012) 336 7762
POST 37/99	:	<u>DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 301026/12</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
ENQUIRIES	:	Mr PS Nevhorwa Tel No: (012) 392 1324
POST 37/100	:	<u>DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 301026/13</u> Branch: Water And Sanitation Services Management: NW Cd: Provincial Operations Northwest
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

<u>ENQUIRIES</u>	:	Mr L Mditshane Tel No: (018) 387 9502
<u>POST 37/101</u>	:	<u>ENGINEER PRODUCTION GRADE A – C REF NO: 301026/14</u> Branch: Water And Sanitation Services Management: NW Cd: Provincial Operations: Northwest
<u>SALARY</u>	:	R914 517 – R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr T. Mtshali Tel No: (018) 387 9587
<u>NOTE</u>	:	NB: Shortlisted candidates will be required to undergo technical and ethical assessments.

POST 37/102	:	<u>ENGINEER PRODUCTION GRADE A-C REF NO: 301026/15</u> Branch: Infrastructure Management: Eastern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Eastern Sd: Mechanical Engineering Services
<u>SALARY</u>	:	R914 517 - R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Tahir Jasat Tel No: (033) 239 1204
POST 37/103	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 301026/16</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga Sd: Water Services Infrastructure Development and Refurbishment Programmes
<u>SALARY</u>	:	R573 552 per annum, (OSD)
<u>CENTRE</u>	:	Mbombela

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>POST 37/104</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: 301026/17</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Support Services Sd: Corporate Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr PS Nevhorwa Tel No: (012) 392 1324
<u>POST 37/105</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 301026/18</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Support Services Sd: Corporate Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) 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

		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.
ENQUIRIES	:	NM Bila-Mupariwa Tel No: (021) 941 6004
POST 37/107	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 301026/20</u> Branch: Water And Sanitation Services Management: NW Cd: Provincial Operations: Northwest
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Mmabatho
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Mr T. Tshethane Tel No: (018) 011 3714 / Cell No: (082) 895 4942
NOTE	:	NB: Shortlisted candidates will be subjected to perform ethical and practical tests.
POST 37/108	:	<u>SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 301026/21</u> Branch: Infrastructure Management: Northern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Northern
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Hartbeespoort Cluster office
REQUIREMENTS	:	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 CENTRE REQUIREMENTS

: R413 001 per annum (Level 08)
: Gauteng
: 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

		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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr D Masoga Tel No: (012) 392 1477
<u>POST 37/110</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 301026/23</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Gqeberha (port Elizabeth) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Z Tototo Tel No: (041) 508 9734
<u>POST 37/111</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: 301026/24</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga
<u>SALARY CENTRE</u>	:	R413 001 per annum (Level 08) Mbombela

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>POST 37/112</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C (X2 POSTS)</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY CENTRE</u>	:	R407 337 – R610 131 per annum, (OSD) Worcester 2 Ref No: 301026/25 George 2 Ref No: 301026/26
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

		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.
ENQUIRIES	:	Mr L Davids, Tel No: (021) 941 6144
POST 37/113	:	<u>ENVIRONMENTAL OFFICER PRODUCTION REF NO: 301026/27</u> Branch: Water And Sanitation Services Management: EC Cd: Provincial Operations: Eastern Cape Div: Water Services Regulation
<u>SALARY</u>	:	R357 597 – R610 131 per annum, (OSD)
<u>CENTRE</u>	:	Kugompo
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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).
ENQUIRIES	:	Ms Z Maqwazima Tel No: (043) 701 2373
POST 37/114	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 301026/28</u> Branch: Water And Sanitation Services Management: FS Cd: Provincial Operations: Free State Sd: Sanitation Services Regulation
SALARY	:	R357 597 – R610 131 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.).
<u>ENQUIRIES</u>	:	Mr N Musekene Tel No: (051) 405 9000
<u>POST 37/115</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: 301026/29</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575
<u>POST 37/116</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: 301026/30</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	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

		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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr JF Kriel Tel No: (044) 802 2733
<u>POST 37/117</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: 301026/31</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Water Resources Management Sd: Hydrological Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Boskop Hydrological Services Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

		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.
ENQUIRIES	:	Mr. KV Moganedi Tel No: (018) 298 9009
POST 37/118	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 301026/32</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga Sd: Auxiliary Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Mbombela
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	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
POST 37/119	:	<u>CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 301026/33</u> Branch: Water Resources Management Div: National Hydrological Services Sd: Geohydrological Assessment and Monitoring
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Ms Ndlangisa Babalwa Tel No: (012) 336 8254

POST 37/120	:	<u>CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 301026/34</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Water Resources Management Sd: Hydrological Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Boskop Hydrological Services Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr KV Moganedi Tel No: (018) 298 9009
POST 37/121	:	<u>PROJECT ADMINISTRATOR REF NO: 301026/35</u> Branch: Water And Sanitation Services Management: GP Provincial Operations: Gauteng Dir: Infrastructure Development and Maintenance
<u>SALARY</u>	:	R338 106 per annum (Leve 07)
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

		Compile and maintain a database of resource-poor farmers as beneficiaries of rainwater harvesting programmes.
ENQUIRIES	:	Mr D Masoga Tel No: (012) 392 1477
POST 37/122	:	CHIEF SECURITY OFFICER REF NO: 301026/36 Branch: Water And Sanitation Services Management: GP Provincial Operations: Gauteng Dir: Support Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Gauteng
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Mr PS Nevhorwa Tel No: (012) 392 1324
NOTE	:	Candidates may be required to complete a practical and theoretical test.
POST 37/123	:	COMMUNICATION OFFICER REF NO: 301026/37 Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape Div: Corporate Services Support
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Bellville
REQUIREMENTS	:	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.
DUTIES	:	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

		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.
ENQUIRIES	:	Mr S Mawela Tel No: (021) 941 6091
POST 37/124	:	PERSONAL ASSISTANT REF NO: 301026/38 Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Bellville
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Ms NM Bila-Mupariwa Tel No: (021) 941 6004
POST 37/125	:	ASSISTANT TECHNICAL OFFICER: REF NO: 301026/39 Branch: Water Resource Management Dir: National Hydrological Services Sd: Hydrological Information
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	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

		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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. P Nemaxwi Tel No: (012) 336 8332
<u>POST 37/126</u>	:	<u>ASSISTANT TECHNICAL OFFICER REF NO: 301026/40</u> Branch: Water And Sanitation Services Management: EC Cd: Provincial Operations: Eastern Cape Sd: Water Resources Management Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Cradock
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr PDP Erasmus Tel No: (048) 801 1300
<u>POST 37/127</u>	:	<u>ASSISTANT TECHNICAL OFFICER REF NO: 301026/41</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Worcester 2 and George 2
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

		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.
ENQUIRIES	:	Mr JF Kriel Tel No: (044) 802 2733 / Mr W Adonis Tel No: (023) 342 2671
POST 37/128	:	<u>HUMAN RESOURCE CLERK PRODUCTION REF NO: 301026/42</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Bellville 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.
<u>DUTIES</u>	:	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.
ENQUIRIES	:	Ms M Stoffberg Tel No: (021) 941 6310
POST 37/129	:	<u>HUMAN RESOURCE CLERK PRODUCTION: HUMAN RESOURCE ADMINISTRATION REF NO: 301026/43</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Mbombela 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.
<u>DUTIES</u>	:	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.
ENQUIRIES	:	Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575
NOTE	:	EE target- Priority will be given to Coloured - Male/Female, Indian Male/Female and White - Male/Female.
POST 37/130	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: 301026/44</u>

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

NOTE	:	NB: Shortlisted candidates will be subjected to perform ethical and practical tests.
POST 37/132	:	<u>GENERAL FOREMAN (X2 POSTS)</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY CENTRE</u>	:	R201 093 per annum (Level 04) Worcester Ref No: 301026/46 George Ref No: 301026/47
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr W Adonis, (Worcester) Tel No: (023) 342 2671 Mr JF Kriel, (George) Tel No: (044) 802 2733
POST 37/133	:	<u>MAINTENANCE VEHICLE OPERATOR REF NO: 301026/48</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY CENTRE</u>	:	R201 093 per annum (Level 04) Worcester
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

		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.
ENQUIRIES	:	Mr W Adonis Tel No: (023) 342 2671
POST 37/134	:	<u>GENERAL WORKER (X2 POSTS)</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02)
	:	Worcester 3 Ref No: 301026/49
	:	George 3 Ref No: 301026/50
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
ENQUIRIES	:	Mr W Adonis, (Worcester) Tel No: (023) 342 2671 Mr JF Kriel, (George) Tel No: (044) 802 2733