the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2025
DATE ISSUED 24 OCTOBER 2025

1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENT : **PROVINCIAL ADMINISTRATION: FREE STATE: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**: Kindly note that the emails addresses provided on the vacant posts which were advertised in DPSA Public Service Vacancy Circular 37 of 2025 posted on 10 October 2025 have been correctly re-captured in the following manner hereunder: The Post: Assistant Director: Labour Relations Directorate: Legal Services And Labour Relations: Ref: Pwi 25/33 e-recruitmentfsdpwi02@fsworks.gov.za and Post: State Accountant: Debt And Loss Control Directorate: Finance: Ref No: PWI 25/34 E-Recruitmentfsdpwi02@Fsworks.Gov.Za and Post: Secretary: Director Research Ref No: PWI 25/35 e-recruitmentfsdpwi01@fsworks.gov.za and Post: Supervisor: Cleaning Services Directorate Operational Property And Housekeeping Centre: Motheo/Xhariep (X3 Posts): Ref No: PWI 25/36 and Thabo Mofutsanyane: (X3 Posts): Ref No.: Pwi 25/37 E-Recruitmentfsdpwi01@Fsworks.Gov.Za and Post: Cleaner Directorate Operational Property And Housekeeping Centre: Motheo/Xhariep (X20 Posts): Ref No: PWI 25/38

and Thabo Mofutsanyane: (X3 Posts): Ref No.: PWI 25/39 and Fezile Dabi X3 Posts: Ref No.: PWI 25/40 e-recruitmentfsdpwi@fsworks.gov.za Closing Date extended to 07 November 2025

INDEX
NATIONAL DEPARTMENTS

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	04 - 05
CIVILIAN SECRETARIAT FOR POLICE SERVICE	B	06 - 07
COOPERATIVE GOVERNANCE	C	08 - 13
EMPLOYMENT AND LABOUR	D	14 - 16
FORESTRY, FISHERIES AND THE ENVIRONMENT	E	17 - 25
GOVERNMENT TECHNICAL ADVISORY CENTRE	F	26 - 28
HIGHER EDUCATION AND TRAINING	G	29 - 30
HOME AFFAIRS	H	31 - 33
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	I	34 - 38
LAND REFORM AND RURAL DEVELOPMENT	J	39 - 42
NATIONAL TREASURY	K	43 - 52
OFFICE OF THE CHIEF JUSTICE	L	53 - 67
PUBLIC WORKS AND INFRASTRUCTURE	M	68 - 72
SMALL BUSINESS DEVELOPMENT	N	73 - 74
WATER AND SANITATION	O	75 - 81

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	P	82 - 129
FREE STATE	Q	130
LIMPOPO	R	131 - 157
MPUMALANGA	S	158
NORTHERN CAPE	T	159 - 160
NORTH WEST	U	161 - 200
WESTERN CAPE	V	201 - 230

ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
FOR ATTENTION	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
CLOSING DATE	:	07 November 2025
NOTE	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and faxed applications will not be considered.

OTHER POSTS

POST 39/01	:	**SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DBE/15/2025** Branch: Finance and Administration Chief Directorate: Legal and Legislative Services Directorate: Legal Services
SALARY	:	R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination)
CENTRE	:	Pretoria
REQUIREMENTS	:	The applicant must be in possession of an appropriate recognised LLB degree and must be admitted as an Attorney or Advocate; At least eight (8) years appropriate post qualification experience in the legal field with specific focus on litigation, drafting of contracts and drafting of opinions; Applicant must have a credible management experience in the legal field with specific focus on litigation; Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act (PFMA) and Treasury Regulations, Promotions of Administrative Justice Act; Knowledge of civil procedure, law of contracts; Problem solving, good presentation, good communication (verbal and written) and strong analytical skills; Willingness to work irregular hours and skills in interpretation of statues and conducting research.
DUTIES	:	The successful candidate will be responsible for providing and administering legal advice/opinions in the Department, conducting research on policy, legislation and legal principles; Providing legislative support to provincial education departments; Providing legal education to departmental officials; Providing legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Drafting and/or amending legal documents including primary and secondary legislation that is administered by the Department, and piloting such legislation through Parliament; Commenting on draft legislation of other departments, when so

requested; Monitoring, coordinating and evaluating the effective implementation of education legislation; Assisting project managers with legal support in regard to contracts; Ensuring compliance with PAIA, PAJA and POPI; Assisting with contract drafting and litigation; Drafting and editing legal correspondence on all administrative enquiries; Conducting awareness on legal matters and legal intervention and carry out any other relevant duties as instructed.

ENQUIRIES : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

NOTE : All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview, and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance

POST 39/02 : **ASSISTANT DIRECTOR: BIDS AND CONTRACT ADMINISTRATION REF NO: DBE/16/2025**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY : R582 444 per annum

CENTRE : Pretoria

REQUIREMENTS : A Three year Degree or Diploma in Public Administration, Supply Chain Management, Procurement, Logistics (Minimum NQF Level 6) or a relevant qualification; Minimum of three years relevant Supply Chain Management experience in Bids Management and Acquisition Management; Knowledge of procurement policies, regulations and relevant legislations governing the Bids Administration and Acquisitions Management; Communication skills (Verbal and Written), Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) and BAS; Ability to work as a team; Good interpersonal relations and problem-solving abilities; Attention to details and excellent numeric skills.

DUTIES : The successful candidate will be responsible for managing the Acquisition process effectively; Attending and advising during the Bid Specification Committee (BSC) or Bid Evaluation Committee (BEC) meetings; Attending and responding to the audit findings; Providing secretariat function/ support to the bid committees (BSC/BEC); Compiling submissions after the BAC has made recommendations to the Director General; Compiling the bid committees reports; Compiling the monthly reports; Administering contracts' compliance; Assisting the Deputy Director by providing Secretariat function/ support to the Bid Adjudication Committee (BAC) whenever the Deputy Director is not available; Drafting letters to Bidders informing them about the outcome of the bid after the finalisation of the bidding process; Facilitating the finalisation of the contracts/ SLA in consultation with Legal Services; Facilitating and ensuring that payments of Suppliers/ Service Providers are done within 30 days; Notifying the Suppliers/ Service providers/ Contractors regularly on the status or expiry of contracts; Updating the Commitment Register when payments are processed; Coordinating and monitoring the Contracts; Ensuring proper record keeping of all contracts and relevant documentations; Reviewing modifications, extensions, and contract close-out documents for further action; Facilitating and ensuring that payments of Suppliers/ Service Providers are done within 30 days; Performing any other duty as required by the managers.

ENQUIRIES : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

NOTE : All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance

ANNEXURE B

CIVILIAN SECRETARIAT FOR POLICE SERVICE

APPLICATIONS	:	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.
CLOSING DATE	:	07 November 2025
NOTE	:	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 2025 - 2027

The Civilian Secretariat for Police Service invites unemployed South African graduates to apply for the 2025 To 2027 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

POST 39/03	:	**INTERN: LEGISLATION REF NO: CSP/14/2025**
STIPEND	:	R7860.39 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification in LLB and LEAD certificate.
ENQUIRIES	:	Ms NM Sefiti Tel No: (012) 4931 388
APPLICATIONS	:	Can also be emailed to Recruitment42@csp.gov.za
POST 39/04	:	**INTERN: OFFICE OF THE SECRETARY REF NO: CSP/15/2025**
STIPEND	:	R7860.39 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 Recruitment42@csp.gov.za
POST 39/05	:	**INTERN: OFFICE OF THE SECRETARY REF NO: CSP/16/2025**
STIPEND	:	R7860.39 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma or Degree in Public Administration/Management.
ENQUIRIES	:	Mr M Maiko Tel No: (012) 4931 390
APPLICATIONS	:	Can also be emailed to Recruitment52@csp.gov.za
POST 39/06	:	**INTERN: OFFICE OF THE SECRETARY REF NO: CSP/17/2025**
STIPEND	:	R7860.39 per month
CENTRE	:	Pretoria

REQUIREMENTS	:	National Diploma or Degree in Public Administration/Management (Only for candidates with disability)
ENQUIRIES	:	Mr MD Mashifane Tel No: (012) 4931 435
APPLICATIONS	:	Can also be emailed to Oratile.Phomane@csp.gov.za

POST 39/07	:	**INTERN: CHIEF FINANCIAL OFFICER REF NO: CSP/18/2025**
STIPEND	:	R7860.39 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma or Degree in Supply Chain Management/Logistics.
ENQUIRIES	:	Mr MD Mashifane Tel No: (012) 4931 435
APPLICATIONS	:	Can also be emailed to Recruitment72@csp.gov.za

POST 39/08	:	**INTERN: POLICY AND RESEARCH REF NO: CSP/19/2025 (X2 POSTS)**
STIPEND	:	R7860.39 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Degree in Social Science (Criminology/Developmental Studies/Political Science).
ENQUIRIES	:	Mr M Maiko Tel No: (012) 4931 390
APPLICATIONS	:	Can also be emailed to Recruitment52@csp.gov.za

POST 39/09	:	**INTERN: CORPORATE SERVICES REF NO: CSP/20/2025**
STIPEND	:	R7860.39 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Degree in Industrial Psychology.
ENQUIRIES	:	Mr MD Mashifane Tel No: (012) 4931 435
APPLICATIONS	:	Can also be emailed to Recruitment72@csp.gov.za

POST 39/10	:	**INTERN: CIVILIAN OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/21/2025**
STIPEND	:	R7860.39 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/ Degree in Data Analytics/ Statistics
ENQUIRIES	:	Mr M Maiko Tel No: (012) 4931 390
APPLICATIONS	:	Can also be emailed to Oratile.Phomane@csp.gov.za

POST 39/11	:	**INTERN: CIVILIAN OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/22/2025**
STIPEND	:	R7860.39 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/ Degree in Policing/Criminal Justice.
ENQUIRIES	:	Mr M Maiko Tel No: (012) 4931 390
APPLICATIONS	:	Can also be emailed to Recruitment52@csp.gov.za

ANNEXURE C

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 posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 07 November 2025

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. 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 will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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 test generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 below post is a senior management post. 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 39/12 : **CHIEF DIRECTOR: CORPORATE PLANNING AND INTERNAL MONITORING, REPORTING AND EVALUATION REF NO:CD: CORP_M&E**

SALARY : R1 494 900 per annum (Level 14), (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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Monitoring and Evaluation/ Business Administration Management/ Public Administration or equivalent qualification

(NQF 7 as recognised by SAQA) A minimum of 5 years' experience at senior management level in strategic planning/ monitoring and evaluation. Proficiency in MS Excel, MS Word. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint, MS Project. 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: Extensive knowledge in Policy Framework for the Government wide Monitoring and Evaluation Systems, 2005. Framework for Managing Programme Performance Information, 2007. Service Delivery Improvement Plan Directive, 2019. Public Service Regulation, 2016. Public Finance Management Act, No. 1 of 1999. Framework for Managing Programme Performance Information 2007. Revised Framework for Strategic Plans and Annual Performance Plans. Strategic plan research, development and reviewing skills.

DUTIES : The successful candidate will perform the following duties: Provide strategic direction and guidance on strategic planning and M&E processes. Oversee the development and implementation of strategic documents (Strategic Plan, Annual Performance Plan, Operational Plan and Policy Speech. Oversee the development and monitoring of the service delivery model and service delivery improvement plan. Oversee the monitoring of the departmental programme performance reporting. Oversee the development and implementation of an M&E system for effective performance information management. Oversee the development of standardized sector indicators in collaboration with provincial CoGTAs and entities and analyse their quarterly performance reports.

ENQUIRIES : Mr X Xundu Tel No: (012) 334 0643

APPLICATIONS : Applications must be submitted electronically via email to corp@ntirho.co.za
For application enquiries contact: Vanessa Cox Tel No: (010) 593 1998

POST 39/13 : **DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (LIMPOPO) REF NO: D001L**

SALARY : R1 266 714 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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Public Administration/ Local Government/ Development Management or equivalent qualification (NQF 7 as recognised by SAQA) A minimum of 5 years' experience at middle/ senior management level. Proficiency in MS Excel, MS Word. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint, MS Project. 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: Extensive knowledge; Advanced project coordination skills. Advanced project/ programme management development. Planning and organizing. Project/ Programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Manage the development, review, and implementation of the district one plan. Manage the development, implementation and monitoring of municipal infrastructure projects. Manage the coordination of monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Oversee the coordination of municipal support (s154) and implementation of interventions (s139) in municipalities in collaboration with provinces.

ENQUIRIES : Ms B Diale at 082 573 5552

APPLICATIONS : Applications must be submitted electronically via email to: response2@multilead.co.za

For application enquiries contact: Mr. S Ndlovu Tel No: (011) 763 1103/4

POST 39/14 : **DIRECTOR: DISASTER RISK ASSESSMENT AND EARLY WARNING REF NO: D002**

SALARY : R1 266 714 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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Disaster Management/Environmental Science or equivalent qualification (NQF 7 as recognised by SAQA), A minimum of 5 years' experience in Disaster Risk Management at middle/senior management level. Proficiency in MS Word. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Extensive official travel both at national and international level. Additional Requirements (Advantage): MS PowerPoint, MS Project. Post-Graduate (NQF level 8) qualification in Geographic Information Systems/ Geoinformatics, computer science with GIS modules or environmental science with specialisation in GIS. Registered in the professional body for GIS/ Certificate in GIS. 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; Policy and legislation relevant to the Disaster Management function in South Africa. The concept of Disaster Management. Geographical Information Systems. Knowledge of space and satellite technologies. Internet technologies and spatial application development processes. Government IT/IS standards/ procedures and practices and SITA policies. Project methodology. Knowledge of Geomatics Act.

DUTIES : The successful candidate will perform the following duties: Generate and maintain a national indicative disaster risk profile. Develop and roll-out disaster management early warning systems and dissemination of early warnings to vulnerable communities. Establish and maintain geographic information management systems for disaster risk management and maintain appropriate spatial information. Gather information on all aspects of disaster management and disseminate to stakeholders and vulnerable communities. Monitor and evaluate compliance related to disaster management spatial information.

ENQUIRIES : Dr B Sithole at 082 490 9825

APPLICATIONS : Applications must be submitted electronically via email to: response3@multilead.co.za
For application enquiries contact Mr. S Ndlovu Tel No: (011) 763 1103/4

OTHER POSTS

POST 39/15 : **ASSISTANT DIRECTOR: WINDOWS SERVER/ AZURE/ VMWARE ENGINEER REF NO: AD:VMWARE_ENG**

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology field. Proficiency in MS Excel and MS Word. Other: A valid driver's license. Additional Requirements (Advantage): MS Project and MS PowerPoint. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Windows Server/ Azure/ VMWare operations management skills. Teamwork and negotiation skills. Troubleshooting and problem-solving skills. Analytical skills. Organisational skills.

DUTIES : The successful candidate will perform the following duties: Monitor windows, Azure/ VMWare services. Implement and support LAN (Local Area Network)

and WAN (Wide Area Network) services in the Department. Administer active directory services such as user lifecycle. Resolve incidents in accordance with the signed services level agreement. Provide support to the Cloud and In-house infrastructure services.

ENQUIRIES : Mr P Ngobese Tel No: (012) 065 3018

APPLICATIONS : Applications must be submitted electronically via email to: vmeng@ntirho.co.za
For application enquiries contact Vanessa Cox Tel No: (010) 593 199

POST 39/16 **ASSISTANT DIRECTOR: MUNICIPAL HUMAN RESOURCE SYSTEMS REF NO: ASD MHRS-01**

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Human Resource Management/ Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management Communication (verbal and written). Technical Competencies: Policy analysis and formulation. Knowledge of local government legislative and policy environment. Local Public Administration and Human Resources. Interpretation and application of legislation. Labour law.

DUTIES : The successful candidate will perform the following duties: Assist in the implementation of Chapter 7 of the Municipal System Act, 2000 and other relevant legislation applicable to local government. Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals on local public administration and human resources. Provide support on the development and review local government human resource systems and procedures. Coordinate consultation of policy and legislation with national sector departments, organized local government, provinces, trade unions and professional bodies.

ENQUIRIES : Ms T Andries at 066 484 5063

APPLICATIONS : Applications must be submitted electronically via email to: dcog5@tttrecruitment.co.za
For application enquiries contact: To The T Recruitment, at 067 391 7387

POST 39/17 : **ASSISTANT DIRECTOR: FACILITIES AND OHS MANAGEMENT REF NO: ASD-FOHSM-02**

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A three-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. Proficiency in MS Excel MS Word and MS PowerPoint. Driver's License and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management Communication (verbal and written). Technical Competencies: In depth knowledge of; The National Regulations and Building Standard Act, 1997. Occupational Health and Safety Act, 1993- building and maintenance services. Contract and property management. Government systems and structures. Public Finance Management Act, 1999- facilities management services.

DUTIES : The successful candidate will perform the following duties: Coordinate the implementation of facilities contracts and building maintenance services. Liaise with the Department of Public Works and Infrastructure and Department of National Treasury on office accommodation matters. Coordinate implementation of Facilities and OHS policies and procedures. Coordinate building inspection through health and safety teams. Conduct risk assessment, perform events safety, and promote health and safety awareness.

ENQUIRIES : Mr R Ralukake Tel No: (012) 336 5612

APPLICATIONS : Applications must be submitted electronically via email to: dcog6@tttrecruitment.co.za

For application enquiries contact: To The T Recruitment, at 067 391 7387

POST 39/18 : **SENIOR PLANNING OFFICER: SPATIAL AND URBAN DEVELOPMENT PLANNING REF NO: SPO001**

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Town and Regional Planning/ Social Science/ Geomatics or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience. Proficiency in MS Excel MS Word and MS PowerPoint. Driver's License and travelling. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Analytical skills. Reliability. Communication. Teamwork. Ability to manage conflict. Customer focus and responsiveness. Technical Competencies: In depth knowledge and understanding of; Basic knowledge of Town Planning and Geographic Information System. Project management. Research and development. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Research and development.
DUTIES : The successful candidate will perform the following duties: Provide support towards the analysis of Municipal Spatial Planning tools (Municipal Spatial Development Framework's) to guide Integrated Development Planning. Provide general administrative support to the Geographic Information Systems function. Assist in the development and maintenance of the Integrated Development Planning Information Management System (IDPIMS). Provide administrative support in the implementation of the Smart Cities framework and Small-Town Regeneration Strategy. Provide secretariat functions to the existing forum and project steering committees for various projects.
ENQUIRIES : Ms A Ngwenya at 079 8917 995
APPLICATIONS : Applications must be submitted electronically via email to: response4@multilead.co.za
For application enquiries contact Mr. S Ndlovu Tel No: (011) 763 1103/04

POST 39/19 : **SENIOR RECORDS MANAGEMENT PRACTITIONER REF NO: SP-RM-03**

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Archives and Records Management/ Information Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience. Proficiency in MS Excel MS Word and MS PowerPoint. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Reliability. Communication. Teamwork. Customer focus and responsiveness. Technical Competencies: In depth knowledge of Records Management. Policy issues. National Archives Act. Minimum Information Security Standard (MISS). Electronic Records Management Systems.
DUTIES : The successful candidate will perform the following duties: Render registry functions in the Department. Conduct proper records management practices. Implement a systematic disposal programme. Maintain electronic document records management system in the Department.
ENQUIRIES : Ms S Chiloane Tel No: (012) 334 0887
APPLICATIONS : Applications must be submitted electronically via email to: dcog7@tttrecruitment.co.za

POST 39/20 : **SCANNING OPERATOR REF NO: DCOG-SCO**

SALARY : R163 680 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication (verbal and written. Teamwork. Technical Competencies: In depth knowledge of Registry procedure manual. Operating high volume copy and scanning equipment. Intermediate level proficiency with MS Word, Excel, Google Suite. Courier services.
DUTIES : The successful candidate will perform the following duties: Disassemble and prepare documents for scanning in line with standard operating procedures. Scan, index and export documents to the electronic record management

		system. Establish and maintain quality controls and assurance to ensure accurate digitized documents. Re-assemble and organise documents to their original state after scanning for physical filing. Assist in rendering registry services in the Department.
ENQUIRIES	:	Ms S Chiloane Tel No: (012) 334 0887/ 060 994 5930
APPLICATIONS	:	Application form: DCoG ICT by email on ictbusinessapplications@cogta.gov.za
NOTE	:	Submit applications on the electronic form by clicking the link DCoG Recruitment Application Form, or visit our website on www.cogta.gov.za and click on the Jobs Tab.

ANNEXURE D

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 07 November 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 39/21 : **PSYCHOMETRIST/ REGISTERED COUNSELLOR REF NO: HR4/4/08/141**

SALARY : Grade 1: R712 599 - R789 489 per annum, (OSD)
Grade 2: R811 662 - R899 085 per annum, (OSD)
Grade 3: R916 437 - R1 014 705 per annum, (OSD)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : A 4-year B-Psych degree/ Honours degree in Psychology/Honours degree in Industrial Psychology, Registration with HPCSA as Psychometrics/Registered Counsellor (Independent Practice). Minimum experience required for appointment of this post: **Grade 1:** 0 years' experience, **Grade 2:** 8 years' experience, **Grade 3:** 16 years' experience. Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA, POPI Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking.

DUTIES : Provide technical support to labour centres for the delivery of Employment Counselling services. Facilitate the referral of work- seekers to relevant Employment Services and Active Labour Market Interventions. Co-ordinate the dissemination of Career and Labour Market information to Labour centres. Establish and maintain relationships between Employment Counsellors and relevant organisations. Co-ordinate the administration of Psychometric Assessment, Supervise Administrative Personnel.

ENQUIRIES : Ms S Kleinsmith Tel No: (053) 8381707

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Applications: Deputy Director: Labour Centre Operations: Kimberley. Email: Jobs-NCKIM@labour.gov.za

POST 39/22 : **ASSISTANT DIRECTOR: HR & ER REF NO: HR 4/4/4/10/05**

SALARY : R468 459 per annum

CENTRE : Provincial Office: Parktown

REQUIREMENTS : Three-year National Diploma (NQF6)/ undergraduate bachelor's degree (NQF7) in Human Resources/ Labour Relations/ Labour Law. Two years' Supervisory experience. Two years' functional experience in Human Resources Operations/Employment Relations. Knowledge: Public Service transformation and Management issues, White Paper on transformation of Public Service, Ability to convert policy into action, Human Resources systems and procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Report writing, Presentation, Interpersonal, Communication (both verbal and written), Computer Literacy, Analytical, Problem solving, Conflict management.

DUTIES : Co-ordinate and monitor the implementation of Human Resources Management Policies in the Province, Monitor and provide advice on the implementation of Employment Relations Policies and transcripts, Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits, Supervision of resources in the Unit.

ENQUIRIES : Ms MH Rampou Tel No: (011) 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP17@labour.gov.za

POST 39/23 : **TEAM LEADER REF NO: HR 4/4/4/10/06**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Bronkhorstspruit

REQUIREMENTS : Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute

investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Ms M Mojapelo Tel No: (013) 932 0198

APPLICATIONS : 47 Empire Road, Park Town, Johannesburg, 2001 Hand deliver at 47 Empire Road, Park Town or For online applications email: Jobs-GP18@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 39/24 : **EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)**

SALARY : R397 116 per annum

CENTRE : Temba Labour Centre Ref No: HR 4/4/4/10/07 (X1 Post)
Johannesburg Labour Centre Ref No: HR 4/4/4/10/08 (X1 Post)

REQUIREMENTS : Three (3) year relevant qualification at NQF6 in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Ac, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conversions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.

ENQUIRIES : Ms G Malungana Tel No: (012) 727 1364 (Temba)
Ms F Tshabalala Tel No: (011) 843 4000 (Johannesburg)

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP19@labour.gov.za (Temba), Jobs-GP21@labour.gov.za (Johannesburg)

POST 39/25 : **MSS ADMINISTRATION CLERK REF NO: HR 4/4/4/10/09**

SALARY : R228 321 per annum

CENTRE : Carletonville Labour Centre

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental Policies and Procedures. Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.

DUTIES : To render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management service to the Labour Centre. Render a Human Resource Management service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.

ENQUIRIES : Mr BP Mosoeu Tel No: (018) 788 3281

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP20@labour.gov.za

ANNEXURE E

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

APPLICATIONS	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
CLOSING DATE	:	10 November 2025, 16:00
FOR ATTENTION	:	Human Resource Management
NOTE	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department, accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; 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/.Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the 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 person appointed to this position 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. 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. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. **ERRATUM**: Kindly note that the post for the Director: State Forest Management (KZN) with Ref No: FOM07/2025 advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 03 November 2025 is amended. The amendment is as follows: Applications can be emailed to FOM07-2025@dffe.gov.za, or hand-deliver to 185 Langalibalele Street, Old Mutual Building, Pietermaritzburg,3200. Closing date extended to 10 November 2025. **ERRATUM**: Kindly note that the salary for the post for the Deputy Director: Performance Management (Cape Town) with Ref No: CMS20/2025 advertised in the Public Service Vacancy Circular 38 dated 17 October 2025 with the closing date of 10 November 2025 is amended. The salary for the post is R896 436 per annum (all-inclusive salary package).

ERRATUM: Kindly note that the salary for the post for the Deputy Director: EPWP Youth Projects Implementation (Cape Town) with Ref No: EP26/2025 advertised in the Public Service Vacancy Circular 38 dated 17 October 2025 with the closing date of 10 November 2025 is amended. The salary for the post is R896 436 per annum (all-inclusive salary package).

MANAGEMENT ECHELON

POST 39/26 : **CHIEF DIRECTOR: BIODIVERSITY MONITORING AND SPECIALIST SERVICES REF NO: BC25/2025**

SALARY : R1 494 900 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Environmental Science or Environmental Management or relevant qualification on (NQF7) within the related field recognized by SAQA. A minimum of five (5) years' experience at senior management level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge on Natural resource management planning and implementation; Natural resource management or Natural resource-based rural development; Knowledge on Programme-based natural resource operational management and/or planning; Research and Development; Value-added industry experience and expertise. People Management; Financial Management; Public Finance Management Act. Good communication skills; Good formal presentation skills and public speaking skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Good interpersonal relations and diplomatic skills; ability to work under pressure.
DUTIES : Coordinate and lead the development of biodiversity and conservation policies, manage the implementation of measures to mitigate threats to biodiversity, including through leading negotiations and the implementation of the United Nations Convention on Biological Diversity (UNCBD), the biodiversity sector response to climate change, the Cartagena Protocol on Biosafety and guidance on risk management of Alien and Invasive species as well as the International Platform on Biodiversity and Ecosystem Services (IPBES) and other multilateral agreements related to climate change and pollution Coordinate policy development on the effect of a range of global change phenomena e.g. Climate change on biodiversity. Enhance biodiversity conservation related research and indigenous knowledge to promote science policy interface and information management. Provide biodiversity specialist scientific, intergovernmental and legislative support services as well as monitor, evaluate, analyse, negotiate and advise on national and international biodiversity conservation status and trends. Facilitate the development of relevant national response tools to meet international obligations. Develop national implementation plans for the decisions taken at the COP's. Facilitate sector coordination for biodiversity planning, monitoring and evaluation and the development of a clearing house mechanism for biodiversity information. Coordinate and facilitate biodiversity related donor-funded programme. Facilitate and coordinate inter and intra governmental coordination and mainstreaming of biodiversity conservation across government and engagement with non-state actors.
ENQUIRIES : Ms P Diphaha Tel No: (012) 399 9602
APPLICATIONS : BC25-2025@dffe.gov.za

POST 39/27 : **DIRECTOR: INTEGRATED HUMAN RESOURCE MANAGEMENT REF NO: CMS22/2025**

SALARY : R1 266 714 per annum, (all-inclusive salary package)
CENTRE : Cape Town
REQUIREMENTS : Undergraduate Degree (NQF7) in Human Resource Management or relevant qualification recognized by SAQA. A minimum of five (5) years' experience In Human Resource Management at a middle/senior managerial level. Knowledge of Human Resource Development legislation and regulatory framework. Understanding of Public Finance Management Act and Treasury Regulations. Knowledge and experience in Human Resource Management, Learning Development and Performance Management. Ability to gather and analyse information. Knowledge of HR practice & procedures. Project

management and Financial Management. Experience and knowledge of policy development and implementation. People Management and Change Management. Sound research, analytical and presentation skills. Good communication skills (both verbal and report writing). Good interpersonal relations skills. Coordination and stakeholder liaison. Sense of responsibility and loyalty. Ability to work long hours.

DUTIES : Ensure the implementation of performance management for Coastal regions. Manage and conduct performance appraisals. Ensure the Implementation of PMDS Framework. Conduct performance training to managers and employees. Conduct and manage ad hocs and appeals. Ensure the provision of support in reducing the vacancy and turnover rate. Manage recruitment, selection and appointment of staff. Manage pre-employment verifications of recommended candidates. Manage competency assessments for recommended SMS members. Facilitate the implementation of the retention policy. Ensure compliance with regulatory framework in respect of management of service benefits and condition. Provide advice on service benefits and conditions. Review service benefits and conditions related policies. Ensure the implementation of HRD strategy for Coastal regions. Facilitate and manage the implementation of internship, bursary, orientation, and induction programmes. Oversee leadership (SMS) training/development interventions.

ENQUIRIES : Ms P Luphondo Tel No: (012) 399 8623

APPLICATIONS : CMS22-2025@dffe.gov.za

OTHER POSTS

POST 39/28 : **DEPUTY DIRECTOR: EP INFRASTRUCTURE PROGRAMME REF NO: EP17/2025**

SALARY : R1 059 105 per annum, (all-inclusive salary package)

CENTRE : Bloemfontein

REQUIREMENTS : National Diploma (NQF6) in Built Environment (Architecture, Cil/Structural Engineering, Quantity Surveying, Construction Management) or relevant qualification recognized by SAQA. A Registration with the relevant professional bodies/or councils will be added advantage A minimum of five (5) years' experience in project management or relevant of which three (3) years should be at entry/junior management level (Assistant Director level or equivalent). Extensive understanding and knowledge of natural sciences, construction management, project management, environmental management, environmental science, environmental law, monitoring and evaluation. Applicant must have ability for policy development and strategic planning and coordination. Have knowledge and understanding of risk management, audit procedures and legislation procedures. Applicant must possess the following skills: report writing, communication, facilitation, organising and good interpersonal skill. Ability to gather and analyse information, ability to develop and apply policies, conflict management and resolution. Must have ability to individually and in a team.

DUTIES : Manage the initiation and inception process of the project by defining the project scope of works and the deliverables, identifying the project stakeholders and Identifying channels to be followed for communication in the appointed. Manage the process of tender and appointment of the project professional consultants working together with Supply Chain Management. Manage the process of signing-off the contracts or MoA by the department and the appointed professional consultants. Manage the process of introducing the appointed consultants to the owing entity and the project stakeholders. Manage the of drafting elementary cost estimate based on the concept and preliminary designs. Manage the process of drafting Risk Management Plan. Manage the process of signing-off the facilitation of project based on stage 1, 2, 3, 4 and 5. Manage the detailed development process. Manage the process of advertising tender following the built environment norms and standards, working together with SCM. Manage the process of bid specification, bid evaluation, and bid adjudication, and the appointment of the contractor. Manage the process of developing the Project Advisory Committee (PAC) and Technical Review Committees (TRC). Ensure that the process and technical meeting are held monthly. Ensure that project is constructed as per the approved designs, budget, specifications and any applicable special conditions. Manage the process of asst transfer from the Department to the owing entity by facilitating

the signing of the section 42 certificate in terms of PFMA. Mange the process of finalisation of the project final account.

ENQUIRIES : Mr R Nenungwi Tel No: (012) 399 9757
APPLICATIONS : EP17-2025@dffe.gov.za

POST 39/29 : **DEPUTY DIRECTOR: IT SECURTY REF NO: CMS23/2025**

SALARY : R896 436 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Information Technology or relevant qualification recognized by SAQA. A minimum of five (5) years' experience in Information Technology of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Experience in managing and maintaining IT Security. IT Security certification (e.g., CompTIA Security+, Certified Network Defender, etc) from vendor-neutral ICT security certification bodies such as the EC-council, CompTIA, ISACA will be an added advantage. Knowledge of technical and administrative controls in security and threats. E.g., Application Security controls, Network Security Controls, Awareness, Information Security, Auditing (Logs), Cybersecurity, Phishing, SQL injection, malware, etc. Experience in project management, financial management and personnel management. Information Technology Security skills. Sound organizing and planning skills. Good communication skills. Writing skills Interpersonal skills. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team.
DUTIES : Manage and maintain ICT Security Infrastructure. Ensure that the Endpoint Protection Platform (anti-virus software) is centrally managed and configured properly (vendor recommendation and best practices) to secure all endpoints. Maintenance of Web Security Gateways for all offices. Conduct IT Risk Management. Develop and maintain an IT Risk Register in conjunction with Risk Management unit. Compile Risk Mitigation Plan for all relevant offices and report implementation progress to stakeholders. Ensure Audit Compliance. Co-ordinate internal and external audit activities. Conduct Review of audit report. Research trends in IT Security. Administration of IT Security Functional Environment. Review of the IT Security Incident Response Plan. Review, develop and direct the implement IT Security policies, IT security standards, and IT Security procedures. Manage procurement of IT Security related solutions and services.

ENQUIRIES : Mr L Pulumo Tel No: (012) 399 9725
APPLICATIONS : CMS23-2025@dffe.gov.za

POST 39/30 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: CMS24/2025**

SALARY : R896 436 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Labour Relations or relevant qualification recognised by SAQA. A minimum of five (5) years' experience in Labour Relations environment of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Knowledge of Labour Relations Act. Project management. Understanding of HR policies, processes and procedures. Ability to gather and analyse information. Knowledge of Labour Relations processes. Ability to collect and interpret information and reports. Ability to develop, interpret, and apply policies. Good interpersonal relations; Stakeholder engagement; Research skills; Financial Management; Change Management; Problem Solving and Analysis and People Management and Empowerment. Ability to work individually and in team. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict.
DUTIES : Manage and monitor the management of the disciplinary, grievance or incapacity policies or guidelines. Provide management support in the analysis and investigation of misconduct cases. Ensure compliance in line with Labour Relations Act and policies. Provide administrative support. Monitor and provide capacity and support for the management and handling of discipline, grievances and disputes. Provide advice to supervisors and managers on labour relations. Manage and co-ordinate the handling of disputes. Ensure representation of department in all disputes. Represent the Department at conciliation and arbitration. Monitor the receipt of referral forms and notices of conciliation and arbitration if they are properly served to the Department. Ensure employer representative on disputes. Manage training and

development in labour relations. Manage the coordination of workshops on employee relations processes and ensure stakeholders are engaged on course content. Ensure facilitation of monthly code of conduct inductions. Advise Managers and supervisors on management of discipline in the workplace especially progressive discipline. Manage and facilitate training and development of investigators, initiators and presiding officers. Create awareness on employee relations issues through information sharing sessions and Workshops. Manage and co-ordinate support to the Departmental Bargaining Chamber. Represent the Department at the Departmental Bargaining Chamber (DBC). Ensure that labour relation cases are updated on the database. Oversee compilation and submission of reports.

ENQUIRIES : Mr L May Tel No: (012) 399 9245
APPLICATIONS : CMS24-2025@dffe.gov.za

POST 39/31 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE REF NO: CCAQ11/2025**

SALARY : R612 480 per annum
CENTRE : Pretoria
REQUIREMENTS : A four-year Degree (NQF8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field. Knowledge of PFMA, Measurement, Reporting and Verification (MRV) Framework under the United Nations Framework Convention on Climate Change (UNFCCC) and the Enhanced Transparency Framework (ETF) under the Paris Agreement. Understanding of Climate Change Policies and Programmes as well as international reporting obligations and requirements. Skills: Computer, financial management, budget management, project management and closure, international reporting on climate change. Personal attributes: Management of finances and personnel. Planning and execution. Teamwork; Teachable; Technical skills; Delegation and empowerment.
DUTIES : Facilitate South Africa's International obligations and report under the UNFCCC and its Paris Agreement. Facilitate the South African Capacity Building Initiative for Transparency Projects Implementation and Closure. Develop South Africa's position on MRV and the Enhanced Transparency Framework issues for the sessions of the Subsidiary Bodies and the Conference of the Parties. Participate in climate change negotiations and advance the position mandate on MRV and Transparency items. Participate in national, regional and international meetings, workshops and other forums on the Enhanced Transparency Framework. Assist in the development of project proposals and budgets for South Africa's Climate Change Reports under the MRV Framework and the ETF, including for the CBIT projects. Perform project management and financial management duties for all sub-directorate donor-funded projects.
ENQUIRIES : Ms. SB Motshwanedi Tel No: (012) 399 9155
APPLICATIONS : CCAQ11-2025@dffe.gov.za

POST 39/32 : **ASSISTANT DIRECTOR: IT PLANNING AND COORDINATION REF NO: CMS26/2025**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Information Technology or relevant qualification recognized by SAQA. A minimum of three (3) years' experience in Information Technology or relevant field. Experience in providing IT governance planning, reporting and coordination support. Knowledge of IT practices and procedures. Project management. Ability to gather and analyse information. Knowledge of IT planning and organizational information. Administrative procedures. Public Finance Management Act and Treasury Regulations. Sound research, analytical, organizing and planning skills. Good coordination and stakeholder liaison. Strategic planning skills. Good communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work long hours.
DUTIES : Coordination of GITO compliance reporting. Coordinate and verify GITO quarterly and Annual report. Analyse and monitor strategic information. Render advisory services on the GITO reporting requirements. Coordinate GITO administration. Coordinate various GITO reporting queries and facilitate

appropriate response. Maintain GITO Information and statistics. Ensure data integrity of GITO information. Collect data and provide statistics on GITO matters. Ensure quality and consistency of GITO statistical reporting. Coordinate and manage all statutory and routine statistical GITO reporting. Develop and implement the GITO Plan. Develop and consolidate the GITO annual plan. Implement and ensure GITO planning documents and reports are updated.

ENQUIRIES : Ms N Chaka Tel No: (012) 399 9955
APPLICATIONS : CMS26-2025@dffe.gov.za

POST 39/33 : **ASSISTANT DIRECTOR: OCCUPATIONAL HYGIENE REF NO: CMS27/2025**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Occupational Hygiene/Environmental Health/Chemistry/ Chemical Engineering or relevant qualification recognized by SAQA. Registration with the Southern African Institute for Occupational Hygiene (SAIOH) at Occupational Hygiene Technologist (ROHT) level. Occupational Hygiene Legal Knowledge Certificate. A minimum of three (3) years' experience in Occupational Hygiene or relevant field. Experience in identifying, assessing and controlling occupational health hazards, occupational hygiene monitoring and using scientific equipment/instruments to ensure compliance in the Department. Knowledge and understanding of the Occupational Health and Safety Act and regulations. Understanding of national building regulations and standards. Occupational hygiene codes of practice, potential health hazards, use and calibration of occupational hygiene equipment (toxicology, confined space), knowledge and understanding of SANAS ISO/IEC 17020 and in-depth knowledge in the prevention of occupational disease. Understanding of Occupational Hygiene survey reports' formats, technical writing, and oral presentation techniques. Knowledge of project management. Ability to develop/implement policies and guidelines. Strategic planning management. Coordination and stakeholder liaison skills. Administrative procedures. Sound research, analytical, organizing and planning skills. Ability to gather and analyse information. Good communication skills (verbal and written) and presentation skills. Ability to work long hours voluntarily and travel intensively.
DUTIES : Identify, assess, and control occupational health hazards, using scientific knowledge/equipment/instruments to ensure compliance in the Department. Provide advisory and technical support to the Occupational Hygiene Program. Effectively communicate and participate in problem solving and provide technical recommendations and assistance. Serve as the subject-matter expert for the implementation of departmental occupational health and hygiene programs. Conduct Occupational Hygiene surveys, workplace evaluations, and Incident investigations. Develop, review, audit, coordinate and/or provide Occupational Health training and conduct design/specification/process. Respond to inquiries and enforcement actions from government regulatory agencies; develop response plans to correct non-conformances and/or violations. Support the establishment and implementation of the medical surveillance programme. Ensure the department complies with applicable regulatory requirements and is always "audit ready". Monitor and evaluate, audit, review Occupational Hygiene programs for effectiveness, and achievement of objectives.
ENQUIRIES : Mr S Mtshali Tel No: (012) 399 9099
APPLICATIONS : CMS27-2025@dffe.gov.za

POST 39/34 : **ASSISTANT DIRECTOR: PARLIAMENTARY SUPPORT REF NO: ODG05/2025**

SALARY : R468 459 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF6) in Public Administration/Management or a relevant qualification recognised by SAQA. A minimum of three (3) years' experience in Parliament Support or a related field. Sound knowledge and understanding of Parliamentary and Cabinet processes, including Parliamentary Rules and Guidelines, the Constitution of South Africa, and legislative procedures. Proficiency in administrative, financial and project management, and public

relations, Electronic Document Management Systems (EDMS), language editing formats and quality control mechanisms. Strong research, analytical, organisational and strategic planning skills. Excellent verbal and written communication, decision-making and report writing skills. Ability to work independently and within a team, perform/work under extreme pressure and meet tight deadlines, work extended hours when necessary, interpret and apply policies, and interpret information and reports. High level of responsibility, integrity and loyalty, and attention to detail. A valid driver's license will be an added advantage.

DUTIES : Provide administrative coordination for parliamentary-related activities. Coordinate logistics and documentation for Parliamentary engagements. Maintain registers and records of meetings and proceedings. Liaise with internal and external stakeholders to ensure smooth engagement with Parliamentary engagements. Support collaboration and maintain effective relationship with Parliamentary structures. Effective and efficient coordination of Parliamentary Questions. Disseminate Parliamentary Questions (Written and Oral questions) to relevant branches using correct/appropriate departmental templates. Monitor and follow up branch responses to ensure timely submission. Receive responses from branches and perform quality control to ensure alignment of responses to questions. Submit finalised responses, as recommended by the DG, to the Ministry within stipulated timeframes. Maintain a database of PQs and update the tracking tool and EDMS folder weekly. Coordinate and track Parliamentary resolutions and recommendations. Monitor Parliamentary Papers (Announcements, Tablings and Committees [ATCs]) and distribute relevant items to departmental managers. Create templates and consolidate departmental responses to Committee Reports. Coordinate submission of department's responses to DG and Minister for approval. Ensure that departmental responses to resolutions and recommendations are submitted within the set timeframe. Track departmental and public entities' tabling/submissions to Parliament and referral to Committees, including Bills, International Agreements, Strategic and Annual Performance Plans (usually scheduled for the end of March each year), Annual Reports (usually scheduled for the end of August each year). Track coordination of, and departmental NEMA Report. Receive tabling schedules from the Tabling office and communicate deadlines to relevant officials. Coordinate the tabling process between the Department and Minister's office. Monitor the status of tabled instruments through the National Assembly and National Council of Province's records.

ENQUIRIES : Ms P Sekgobela Tel No: (012) 399 9882

APPLICATIONS : ODG05-2025@dffe.gov.za

POST 39/35 : **ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: CFO22/2025**

SALARY : R468 459 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Supply Chain Management or relevant qualification recognized by SAQA. A minimum of three (3) years' experience in a Supply Chain Management field. Knowledge of Asset management, procurement, and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage assets of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Management and administrative fields. Audit and Financial field. PFMA; Departmental procedures and prescripts. policies and procedures; Asset management; Public Service legislative frameworks. Skills & Competencies: Skills in policy development and Adequate skills in computer use.

DUTIES : Maintain asset register. Quarterly spot checks and annual asset verification. Disposal of redundant/obsolete furniture and equipment. Provide asset reports for the Annual Financial Statements. Perform monthly BAS/LOGIS reconciliation and effect the necessary corrections of the LOGIS asset register. Identify wrong allocations and liaise with finance to prepare the necessary journals. Report to system controller on challenges relating to the system and

ensure calls are logged. Prepare/draft a summary report for the verification by the Director: SCM. Administration of theft and losses of assets.

ENQUIRIES : Ms E Kgaritsi Tel No: (012) 399 9054
APPLICATIONS : CFO22-2025@dffe.gov.za

POST 39/36 : **ESTATE MANAGER REF NO: BC28/2025**

SALARY : R468 459 per annum
CENTRE : Limpopo: Letaba Estate
REQUIREMENTS : National Diploma (NQF 6) in Forestry Management or relevant qualification recognized by SAQA. A minimum of three (3) years' experience in Forestry management and or Protected areas. Knowledge and understanding of the National Forests Act (NFA), and the National Veld and Forest Fire Act (NVFFA), and other related legislation. Knowledge of Performance Management Systems, reporting systems and processes. Knowledge of Government business practices and policies. Communication skills (written and verbal). Problem Solving and Analysis. Risk Management and Projects skills. Ability to negotiate in difficult situations and to resolve conflicts. Ability to gather and analyse information. A valid driver's license.
DUTIES : Preserving the biodiversity of the estate to ensure the continued livelihood within the forest estate. Management and rehabilitation of degraded forest areas. Implement short- and long-term plans for management of estate and forest resources. Develop and manage the implementation of annual plan of operations (APOs,), business plans. Manage forest protection activities. Ensure the implementation of Principles Criteria Indicators, and Standards for sustainable Forestry Management. Ensure the implementation, enforcement, and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act (NVFFA). Manage environmental protection activities. Plan and implement pest/disease control initiatives. Plan and supervise the removal of alien species (rehabilitation processes). Ensure stakeholder liaison engagements. Coordinate awareness campaigns (Fire, Participatory Forest Management).
ENQUIRIES : Dr. TV Ramatshimbila Tel No: (012) 309 5716
APPLICATIONS : BC28-2025@dffe.gov.za

POST 39/37 : **PRINCIPAL FORESTRY SCIENTIST REF NO: BC27/2025**

SALARY : R468 459 per annum
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : National Diploma (NQF6) in Forestry/ Nature Conservation/ Natural Resources Management/ Environmental Science/ Environmental Management or relevant qualification recognized by SAQA. A minimum of three (3) years' experience in woodland and Indigenous Forest management. Knowledge and understanding of the National Forest Act,1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No.101 of 1998), the National Environmental Management Act (NEMA), the National Environmental Management: Protected Areas Act (NEMPA), other environmental legislations and regulatory processes. Knowledge and understanding of the Public Service Act, the PFMA, and the Treasury Regulations. Knowledge of Indigenous Forestry and or Protected areas operational processes. Skills: People management and empowerment, financial management, Project and programme management, Communication (written and verbal), Leadership, Facilitation and negotiation skills, Planning and execution. Abilities: to work long hours, to apply policies. work individually and in teams, work with difficult persons, and resolve conflicts. Innovative and proactive. A valid driver's license.
DUTIES : Ensure sustainable management of woodlands and indigenous forests through promoting use of forests for various purposes. Provide support to the licensing processing as per the National Forest Act (NFA) delegations. Enforcement and monitoring compliance of NFA, NVFFA and other Environmental legislations. Provide support on EIA processes. Conducting the identification of Rare, Threatened and Endangered species (RTEs) within the state forest as per the Principle, Criteria, Indicators and Standards Framework (PCI&S). Verifying state forest boundaries. Conduct conservation planning and ensure compliance with national biodiversity management frameworks. Develop and monitor the implementation of the Directorate Business Plan, including the rehabilitation programmes, stakeholder engagement campaigns. Promote the expansion of new woodland coverage, and where possible, the restoration/rehabilitation of ancient woodland. Conduct ecological forest

monitoring and research. Monitor and support the implementation of capacity building and environmental empowerment strategies.

ENQUIRIES : Dr. TV Ramatshimbila Tel No: (012) 309 5716
APPLICATIONS : BC27-2025@dffe.gov.za

POST 39/38 : **SENIOR FORESTER REF NO: BC26/2025**

SALARY : R397 116 per annum
CENTRE : Mpumalanga (Maripskop)
REQUIREMENTS : National Diploma (NQF6) in Forestry/ Nature Conversation or relevant qualification recognized by SAQA. minimum experience of two (2) years in indigenous forest management or related field. Knowledge of all relevant acts such as National Forests Act (NFA), National Veld and Forest Fires's Act (NVFFA), National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Public Service Act (PSA), Public Finance Management Act (PFMA). Skills: Knowledge of forest management sector, computer, people management, leadership, planning and organising, financial management, Environmental Impact Assessments and Geographical Information System (GIS) techniques. A valid driving license.
DUTIES : Contributes to the estate infrastructure and recreational facilities maintenance. Maintenance of Forest boundary beacons and fences. Conduct rehabilitation of the conservation areas. Assist in preservation of forest biodiversity to ensure the continued livelihood within the forest estate. Assist in the development and implementation of the management plan for the forest estate, which deals with the following: rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of the National Forest Act, 1998 (Act No. 84 of 1998), as amended and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), as amended. Recording and monitoring and recording of rare, threatened, and endangered species, Implementation of invasive alien plant control, implementation of the PCI&S framework. Management of woodlots associated with some indigenous forests. Promote environmental awareness and manage relationships with all affected stakeholders. Presentations to visitors, schools, and communities. Capacity building of local communities in forest related legislations. Promote, facilitate, and monitor forest access by users and visitors. Promote tree planting and relevant environmental campaigns. Manage risk and security aspects of the forest estate. Staff supervision.
ENQUIRIES : Dr. TV Ramatshimbila Tel No: (012) 309 5716
APPLICATIONS : BC26-2025@dffe.gov.za

ANNEXURE F

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

APPLICATIONS : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/

CLOSING DATE : 07 November 2025 at 12 pm.

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

MANAGEMENT ECHELON

POST 39/39 : **TECHNICAL FINANCE SPECIALIST (JOBS FUND) REF NO: G15/2025 (X2 POSTS)**
Term: 24 months fixed-term contract

SALARY : R1 266 714 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level

CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree/ Advanced Diploma/ BTech (NQF Level 7) in finance, management accounting or financial accounting or economics or business administration or another related field. A Postgraduate qualification (NQF Level 8) in finance, management accounting or financial accounting or economics or business administration or another related field would be advantageous. 10-15 years' experience in appraising, negotiating and closing Project Finance, Corporate Finance transactions. Experience in deal structuring will be an advantage. Minimum of 7 years' experience in a project management environment. Practice as a project manager will be an advantage. Public sector and grant management experience will be an advantage. Strong analytical skills, strategic and critical thinking, risk management and communication skills will be an advantage. Experience in the use of relevant AI tools will be an advantage. 5 years of experience at a middle/senior managerial level. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them, as well as putting into practice the Batho Pele spirit. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties and setting up and maintaining an information system. Effective Communication:

Ability to transmit and receive information clearly and communicate effectively with others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Resource Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

DUTIES : To provide technical and financial support in the management of the Jobs Fund portfolio of projects and contribute to the achievement of projected outcomes and the knowledge and learning agenda of the Fund. Technical Support – Development of Funding round term sheet/ project origination/ Financial appraisals/financial structuring/contracting: Provide financial technical support on project due diligence and appraisals of new projects, including the financial structuring of new applications. Manage a portfolio of projects and a team. Provide input into the quarterly stakeholder reports. Prepare and contribute to the development of Term Sheets for new funding rounds. Assist with project origination activities to develop a pipeline of fundable projects. Quality assure appraisals before submitting them to the Technical Evaluation and Investment committees. Provide support to the team presenting recommendations to the Technical Evaluation and Investment committees. Ensure that the contracting of new projects is finalised within the prescribed timelines, including the drafting of the financial contractual obligations. Conduct Roadshows for new funding rounds. Financial Management & Disbursements: Facilitate efficiency improvements to the Jobs Fund's Grant Management Framework and Procedures. Provide technical support to project teams to ensure effective management of projects and the meeting of the Jobs Fund's annual disbursement and job targets. Ensure effective in-quarter management of the project portfolio. Conduct risk-based oversight on the project portfolio and manage appropriately. Design and implement remedial actions to address underperformance. Prepare for and participate in quarterly Disbursement Panel meetings. Quality assure disbursement memoranda, ensure issues are

fully addressed and supporting evidence is recorded to facilitate timeous disbursements to projects as per the Fund's Disbursement Framework. Ensure audit readiness of project portfolio, audit findings are timeously resolved and that appropriate controls are in place to ensure no repeat findings. Internal Business Processes: Conduct baseline assessment of key business processes, including financial management, improve turnaround times and ensure timeous resolution of issues delaying disbursements to projects. Provide support for the implementation of new technologies to improve operational efficiencies within the Jobs Fund. Support the maintenance of sound governance structures in the Jobs Fund by ensuring all evidence submitted by projects is consistent with agreed means of verification and that document management and filing protocols are adhered to. Ensure timeous approvals of quarterly project management reports. Effective planning of project site visits (SV) to ensure effective project implementation and efficient utilisation of operational budget. Learning and Growth Agenda: Improve the visibility of the work and achievements of the Jobs Fund by: Cultivating relationships with key market stakeholders. Producing discussion documents, Practice Notes, conducting research on relevant issues pertaining to the work of the Jobs Fund and publishing results. Prepare Webinar content and host periodically. Represent the Jobs Fund at conferences and participate in panel discussions. Identify appropriate channels for the Jobs Fund to promote its knowledge agenda. Generate, package and disseminate research information for specific stakeholders by: Supporting the team in developing terms of reference for project evaluations to be conducted. Supporting the team in finalising project close-out reports. Preparing and delivering Learning Papers/ Research Papers/ Practice Guides/ Articles related to the work of the Jobs Fund. Contribute to the internal learning agenda of the Jobs Fund by: Identifying relevant brown bag topics and presenting. Development of related learning material and presentation to the Jobs Fund team. Coordinate with other members of the finance team to review financial information and forecasts. Stakeholder Management: Maintain communication with staff and other key stakeholders regarding financial matters. Motivate and provide support to project teams to achieve their targets. Provide technical and non-technical support to Jobs Fund staff and other stakeholders. Maintain relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. Risk Management: Develop and Manage Jobs Fund Risk Framework. Develop strategies to mitigate the financial and performance risk of the Jobs Fund. Monitor Jobs Fund portfolio, including project-level risk status, identify and implement corrective actions. Strategic Fund Management: Support the Management team in developing the financing strategy for the Jobs Fund. Own and manage specific financial management processes. Provide training to staff and improve their financial appraisal and management skills. Contribute to and facilitate strategic planning sessions within the Jobs Fund and sub-programmes.

ENQUIRIES : HR Enquiries: Kaizer Malakoane at 066 250 7072 /kaizer.malakoane@gtac.gov.za
Technical Job Enquiries: jobsfund@treasury.gov.za

ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MALUTI TVET COLLEGE)

ERRATUM: Department of Higher Education and Training **(King Hintsa TVET College)**: Kindly note that the following posts were advertised in Public Service Vacancy Circular 24 dated 11 July 2025, Assistant Director: Registration Services with Ref No: KHC/2025/07/REG; Assistant Director: Labour Relations: with Ref No: KHC/2025/07/LR; Assistant Director: Office of the Principal: with Ref No: KHC/2025/07/GOV, MIS Officer: MIS with Ref No: KHC2025/07/MISO, Transport Officer: Facilities: with Ref No: KHC/2025/07/FAC, Financial Aid Officer: Bursary: with Ref No: KHC/2025/07/FA, Examination Officer: Exams: with Ref No: KHC/2025/07/EXM, Academics and Student Support Services: Academics: with Ref No: KHC/2021/11/02, Debtors Clerk: Finance: with Ref No: KHC/2025/07/DC, Secretary to DPF: Finance: with Ref No: KHC/2025/07/SEC, Administrative Clerk: SCM: with Ref No: KHC/2025/07/SCM, Admin Clerk: HRM: with Ref No: KHC/2025/07/HRM, the Posts have been withdrawn. And also Kindly note that the following posts were advertised in Public Service Vacancy Circular 30 dated 22 August 2025, Lab Assistant: Willowvale campus: with Ref No: KHC2025/LA WIL, Lab Assistant: Dutywa campus: with Ref No: KHC2025/LA DUT, Lab Assistant: Teko campus: with Ref No: KHC2025/LA TEK, Electrical Workshop Assistant: Msobomvu campus: Ref No: KHC2025/WA MSO, the Posts have been withdrawn.

OTHER POST

POST 39/40	:	**SECRETARY (X2 POSTS)**
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Central Office (Directorate: Academic Services) Ref No: MALUTITVET/AS-014/2025 Corporate Office (Directorate: Financial Management) Ref No: MALUTITVET/FM-015/2025
REQUIREMENTS	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree in Secretarial/Management Assistant/Office Management and Technology or relevant qualification. 3 months experience in secretarial services. Competencies and attributes: Knowledge of relevant legislation, prescripts, policies and procedures. Basic knowledge of financial Management. Record management of documents. Skills: Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy (type 65 WPM). Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Maintain confidentiality.
DUTIES	:	Provide a secretarial/ receptionist support service to the manager: Record appointments and events in the diary of the manager. Types documents for the manager. Provide a clerical support service to the manager: Arranges meetings and events for the manager and the staff in the unit. Processes the travel and subsistence claims for the manager. Records minutes of the meetings of the manager where required. Filing of documents for the manager and the unit where required. Receives, records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings.
ENQUIRIES	:	Ms NJ Ntsela Tel No: (058) 303 1732
APPLICATIONS	:	All applications should be posted or hand-delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand-delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
NOTE	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be

signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. 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. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College’s intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a skills/knowledge/competence exercise as part of the assessment method to determine the candidate’s suitability based on the post’s technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 14 November 2025 @13:00

ANNEXURE H

DEPARTMENT OF HOME AFFAIRS

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or commsrecruitment@dha.gov.za

CLOSING DATE : 07 November 2025

NOTE : Applications must be submitted online at https://erecruitment.dha.gov.za or sent to the correct email address specified at the bottom of the post, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za and a comprehensive CV, citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible); limited to 2.5MB in size. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice) as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Shortlisted candidates will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Once appointed, the entering into of an employment contract (for SMS posts), serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

MANAGEMENT ECHELON

POST 39/41 : **CHIEF DIRECTOR: COMMUNICATION SERVICES REF NO: HRMC 45/25/1**
Branch: Operations

SALARY : R1 494 900 - R1 787 328 per annum (Level 14), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Tshwane

REQUIREMENTS : An undergraduate qualification in Public Relations, Journalism, Communications, Marketing, Creative Writing or a related field within a communications environment at NQF level 7 as recognised by SAQA. Five years' experience in a Senior Management position is required in the Communications environment. Knowledge and understanding of social media platforms and the professional use of social media tools. Knowledge and understanding of all media platforms (TV, radio: national and local stations). Knowledge and understanding to translate the Home Affairs mandate, in the Communications unit, to the wider Department and country. Knowledge and understanding of brand management and implementation of strategic communication. Knowledge and understanding of Public Services legislation. Knowledge and understanding of all Departmental prescripts and Legislations. Knowledge and understanding of South African Constitution. Knowledge and understanding of Public Service Regulatory Frameworks (Public Service Act and Public Finance Management Act (PFMA). Knowledge and understanding of Good Corporate Governance principles (King V). Ability to work under

pressure. A valid drivers license, willingness to travel and work extended hours. Management Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Functional Competencies: Knowledge Management. Stakeholder Management. Ability to lead Media Relations. Opinion polling and market surveys. Service Delivery Innovation (SDI). Social Media Expertise. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. Support with digital transformation. Skills: Written and oral communication skills. Presentation skills. Planning and Organising. Influencing and networking. Computer literacy. Outcomes-driven. Time Management (ability to meet deadlines). Excellent verbal and written communication skills. Business report writing. Decision making skills. Problem solving skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective implementation of the Department's communication strategy. Develop, manage and implement an internal communication plan that is aligned to the Department's integrated communication strategy and strategic objectives. Ensure commitment to the Departmental vision of harnessing digital transformation to deliver Home affairs@home. Oversee internal communications to ensure alignment and cohesion across all DHA offices and stakeholders. Ensure the unit is continually innovative and thinking of the best ways to live out the vision towards digital transformation including digitising manual and outdated processes. Manage and implement communication channels and tools that will enable effective communication across the Department. Manage the drafting of communication materials and ensure superior editorial standards. Oversee the Department's medium of communication. Ensure provision of external communication services in the Department. Develop comprehensive communication strategic programmes and manage external communication. Manage direct content and implement of marketing and public awareness campaigns. Manage and oversee the development of creative concepts, design and copy for any Departmental publications. Develop partnership with the other departments and private organisations to develop educational opportunities for diverse audiences across South Africa and abroad, to market the Department's offerings and any changes. Manage and maintain the Department's corporate image and ensure the development and continued updating of the Department's Brand Guide. Manage advertising functions (including brochures and publications). Manage and analyse opinion polling and market surveys to refine communications. Ensure excellent work and collaboration with GCIS. Ensure media monitoring and liaison in all matters pertaining to the Department. Act as Media Liaison for Departmental media statements and manage all responses professionally and timeously. Monitor and analyse the reporting to and interactions with the media on matters concerning the Department. Ensure that the unit maintains an updated and comprehensive database of strategic media contacts. This includes radio, television, print, new media and any specialist publications (this includes local and international). Manage the collection of data from online information sources. Ensure research and analyse available information from various mediums (i.e Newspapers, magazines, websites, newsletters and publications). Ensure planning of Departmental events, liaise with internal and external stakeholders, including the Office of the Minister. Ensure preparation of summary briefings to stakeholders and Principals on programmes pertaining to the Department. Provide strategic leadership and direction to the Unit. Provide strategic guidance and expert advice in terms of communication liaison. Ensure implementation of the business plans. Monitor and report to the Deputy Director-General on the performance of the unit against the objectives of the DHA Strategic Plan. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of DHA. Guides EXCO on the prioritisation of communication initiatives and key messages. Ensure the effective communication of the DHA strategy to all DHA Business Units and the Provinces. Develop, monitor and implementation of policies and procedures, directives, acts and regulations. Develop and review communication policies and code of practice. Management of service providers in line with supply chain management processes. Implement governance processes, frameworks and procedures. Monitor and ensure compliance with policies, procedures and prescripts. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and

		risk management frameworks, standards and procedures. Plan the production of annual reports in line with the corporate strategy. Ensure effective and efficient management of human, physical and financial resources within the Unit. Provide strategic leadership, direction and advice to the Department, as well as the Unit. Coach and guide staff on compliance with all regulatory requirements.
ENQUIRIES	:	Head Office: Ms S Mkhaliphi Tel No: (012) 406 7109

ANNEXURE I

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

APPLICATIONS : Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.

CLOSING DATE : 10 November 2025

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 39/42 : **DIRECTOR: FINANCE (X2 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply).

SALARY : R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office – Free State Ref No: 25/46/FS (X1 Post)
Limpopo Provincial Office– Polokwane Ref No: 81/25/LMP (X1 Post)

REQUIREMENTS : An NQF level 7 qualification as recognized by SAQA in Financial Management/Financial Accounting/ Internal Audit; Nyukela Certificate (Certificate of entry into Senior Management Service from the (NSG) National School of Government); 5 years' experience at middle/senior managerial level in financial management environment; Knowledge of budget management and financial management principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; 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; Communication skills; Computer literacy; Honesty and integrity.
DUTIES	:	Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services; Manage and provide supply chain services; Manage and provide Third Party Funds (TPF) services; Manage human, finance and other resources.
ENQUIRIES	:	Free State: Ms N Dywili at (073) 775 0709 Limpopo: Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037
APPLICATIONS	:	**Free State:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300, hand deliver it at 108 St Andrews Street (co St Andrew and West Burger Street), Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu **Limpopo:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu
NOTE	:	Separate application must be made quoting the relevant reference number.
POST 39/43	:	**DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY (X2 POSTS)** (This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
SALARY	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Provincial Office: Northern Cape Ref No: 40/25/NC/PROV-OFF (X1 Post) Provincial Office Legal Services: Free State Ref No: 25/47/FS (X1 Post)
REQUIREMENTS	:	An LLB or an appropriate Legal or Law Degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or Legal will be an added advantage; 6 years' experience in the field of Law, court administration/management environment of which 5 years should be at middle/senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act (PFMA), Public Service Regulations, Treasury Regulations; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases. Skills and Competencies: Strategic capability and leadership; 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; Communication; Computer literacy; Honesty and integrity.
DUTIES	:	Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in provinces; Facilitate the promotion and awareness of justice related services; Provide effective people management.
ENQUIRIES	:	Northern Cape: Mr L Swartz Tel No: (053) 802 1300 Free State: Ms N. Dywili at (073) 775 0709
APPLICATIONS	:	**Northern Cape**: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or Hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu **Free State**: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Corner St Andrew Street, Bloemfontein, 9301 OR https://forms.office.com/r/X2XaVPasWu
NOTE	:	Separate application must be made quoting the relevant reference number.

OTHER POSTS

POST 39/44 : **STATE LAW ADVISER: LP7/8 REF NO: 25/116/LD**

SALARY : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : South African Law Reform Commission: Centurion

REQUIREMENTS : LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of Constitutional Law, south African legal system, legal practices and related spheres with specific reference to civil litigation and law of contract; Knowledge of institution of legal proceedings against certain organs of state act, Prescription Act, State Attorney Act, Public Finance Management Act (PFMA), Treasury Regulations, Department Financial Instructions and State Liability Act. Skills and Competencies: Applied strategic Thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen Focus and Responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Computer literacy.

DUTIES : Key Performance Areas: Plan and conduct research, including comparative legal research in respect of the law of South Africa; Conduct extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Develop proposals for the development, improvement, and modernization of the South African Law Reform; Develop recommendations and draft legislation for Law Reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct Socio Economic Impact Analysis on research and legislative proposals; Provide effective people management.

ENQUIRIES : Ms. R Sema Tel No: (012) 315 1333

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu

POST 39/45 : **CHIEF REGISTRY CLERK REF NO: 2025/85/GP**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Johannesburg

REQUIREMENTS : Grade 12 or equivalent qualification; A minimum of 3 years' experience in archives and records management. Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Organizational communication Effectiveness; Problem analysis; Self-Management; Team membership; Technical proficiency.

DUTIES : Key Performance Areas: Supervise and provide registry counter services; Supervise the handling of incoming and outgoing correspondence; Supervise and render an effective filing and record management service; Supervise the operation and operate office machines in relation to the registry function; Supervise the processing and processing of documents for archiving and/disposal; Provide effective people management.

ENQUIRIES : Ms. V Shiburi Tel No: (011) 332 9000

APPLICATIONS : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu

POST 39/46 : **CHIEF ADMINISTRATION CLERK REF NO: 25/VA33/NW**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Ditsobotla

REQUIREMENTS : Grade 12 certificate or equivalent; A minimum of three (3) years' relevant experience; Understanding of customer service oriented. Skills and

		Competencies: Good Communication (verbal and written) skills; Computer literacy (MS Office); Planning and Organizing.
DUTIES	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical services within the office; Provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide financial administration support services in the office; Provide effective people management.
ENQUIRIES	:	Ms. L Shoai Tel No: (018) 397 7088
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu
POST 39/47	:	**ACCOUNTING CLERK REF NO: 25/VA34/NW**
SALARY	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Provincial Office: Mahikeng
REQUIREMENTS	:	Grade 12 with commercial subjects; Knowledge and understanding of financial legislation, Prescripts and Procedures; Knowledge of Basic Operating System (BAS), Justice Yellow Page (JYP), PERSAL; Knowledge of Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulation (PSR) and Preferential of Procurement Policy Framework Act (PPPFA); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook and Excel); Strong communication skills (Written & verbal); Creative and analytical; Planning and Organizing; Problem solving and conflict Management; Accuracy and attention to detail.
DUTIES	:	Key Performance Areas: Render financial accounting transactions; Perform salary administration support services; Perform Bookkeeping support services; Render a budget support service.
ENQUIRIES	:	Ms. L Shoai Tel No: (018) 397 7088
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu
POST 39/48	:	**ESTATE CONTROLLER (EC1 – EC4) (X2 POSTS)**
SALARY	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Master of The High Court: Pretoria Ref No: 2025/86/GP (X1 Post) Master of The High Court, Pietermaritzburg Ref No: 25/38/KZN (X1 Post)
REQUIREMENTS	:	An LLB Degree or recognized four years legal qualification; Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
DUTIES	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative functions of the office.
ENQUIRIES	:	Gauteng: Ms. P Raadt Tel No: (011) 332 9000 KwaZulu-Natal: Ms N.F. Nkosi Tel No: (031) 3723000
APPLICATIONS	:	Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor

Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu
KwaZulu-Natal: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu

NOTE : Separate application must be made quoting the relevant reference number.

ANNEXURE J

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 07 November 2025 at 16:00

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

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

OTHER POSTS

POST 39/49 : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/1/1/1/2025/14**
Directorate: Corporate Services

SALARY : R325 101 per annum (Level 07)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience working in a Human Resource environment. 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 organisational, Computer literacy and Communication (verbal and written). Interpersonal relations. Flexibility and working within a team.
DUTIES : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferably at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
ENQUIRIES : Mr KE Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to P14@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

POST 39/50 : **SECRETARY REF NO: 3/1/1/1/2025/12**
Directorate: Corporate Services

SALARY : R228 321 per annum (Level 05)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job-related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job-related skills: Good telephone etiquette, Sound organisational skills, 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. Good grooming and presentation.

DUTIES : Provide a secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. Fax machines 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 filling 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. Remain abreast with the procedures and process that apply in the office of the senior manager.

ENQUIRIES : Ms. T Oliphant Tel No: (053) 830 4056

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to P12@dlrrd.gov.za

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

POST 39/51 : **FINANCE CLERK REF NO: 3/1/1/1/2025/13**
Directorate: Financial and Supply Chain Management Services

SALARY : R228 321 per annum (Level 05)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job-related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial Manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising, Computer literacy, Language, Communication (verbal and written) and Basic numeracy. Confidentiality, fairness and honesty.

DUTIES : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payment). Filling of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e. g check advices for correctness, capture salaries, bonuses, salary adjustment, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up debt related submissions (State Attorney Cases etc). Sent Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budgets. File all documents. Receive and capture cash payments.

ENQUIRIES : Mr D Leberegane Tel No: (053) 830 4060

APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to P13@dlrrd.gov.za
NOTE	:	EE Targets: Indian and White Males and Indian and White Females and Persons with disabilities.

ANNEXURE K

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.

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

MANAGEMENT ECHELON

POST 39/52 : **DIRECTOR: TRANSVERSAL CONTRACTING REF NO: S069/2025 (X2 POSTS)**

Division: Office of the Chief Procurement Officer (OCPO)

Purpose: To manage a commodity unit within Transversal Contracting, responsible for the efficient facilitation and processing of transversal term contracts on behalf of government.

SALARY : R1 226 714 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Business Economics or Supply Chain Management or Logistics Management or Purchasing Management or Commercial Law or Business Management or Business Administration. A minimum of 5 years' experience at a middle or senior managerial level obtained in a supply chain management environment, Knowledge of research and Project management methodology. Knowledge of the broader policy framework on SCM, (PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA). Knowledge of SCM prescripts and directives. 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.

DUTIES : Market Research: Review adequacy of existing transversal contracting policies in conjunction with relevant stakeholders, Develop a long-term transversal contracting proposal and sourcing strategy for government, Research a short-term supply stabilization strategy in conjunction with relevant stakeholders, Consult Supply Chain and Value Chain analysis to identify process improvement opportunities, Identify opportunities for cost saving measures through life-cycle costing, economies of scale and total cost of ownership of transversal term contracts, Propose a standardized process that will meet the requirements and specifications of users in compliance with policy and procedures, Conduct market research to determine commodity trends on usage, leasing, etc. Design, Develop and Implement transversal term contracts Strategies: Develop implementation plan for sourcing strategy including contract management, Develop implementation plan for sourcing strategy including contract management, Provide technical support for the entire SCM processes, Design a methodology for quantification of economic benefits, Provide technical support for supplier due diligence. Improve internal control strategies: Develop and review risk profiles for transversal contract procurement, Enhance transparency and compliance with SCM processes, Provide support for implementation of risk mitigation strategies. Improve contract management in external environment: Provide technical support to all spheres of government, Promote long term supplier relationships. Supplier performance management and reporting: Coordinate the management of supplier performance, Coordinate the management of contract performance. Promote government socio-economic objectives: Support black economic empowerment development, Support Proudly SA products, local content and related policies, Support SMME development, Support all policies with development and transformation agenda.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment

CLOSING DATE : 10 November 2025 at 12:00 pm (Midday)

OTHER POSTS

POST 39/53 : **DEPUTY DIRECTOR: DATABASE DEVELOPMENT & MANAGEMENT REF NO: S070/2025**

Division: Budget Office (BO)

Purpose: To provide accurate and reliable financial data to the general sphere of government for analysis, policy formulation and reporting in compliance with legislation pertaining to domestic and international reporting standards and requirements.

SALARY : R1 059 105 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Information Technology. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in budgeting and the preparation of consolidated statistics. Experience in utilising the Microsoft suite of products with specific emphasis on SQL, SharePoint and Excel, Experience in SQL Integration Services. Experience in database querying and integration of data sets from various platforms. Experience in working with large data sets, Experience in the budgeting process of government. Experience in utilising economic reporting formats.

DUTIES : Database Development & Management: Develop, manage and maintain a formal database on housing revenue and expenditure data pertaining to the budget- cycle, Apply data model changes to the database to enhance data management and improve efficiency of data extraction and reporting, Design and implement ETL (extract, transform and load) packages and scripts to automate data processes from distributed systems. Data Analysis and Techniques: Develop and enhance the maintenance of data analysis tools and data collection templates to improve analysis techniques and processes, Maintain and update business intelligence tools, databases, dashboards, systems, and methods, Enhance processes and procedures regarding data extraction from financial systems for reporting purposes, Provide technical support to internal and external clients on data analysis tools and techniques, Identify new data sources and integration of data from various platforms to broaden data coverage and improve data analysis, Manage timely flow of business intelligence information to users, Provide technical support and subject matter expertise in the development and enhancement of reporting systems to improve accuracy and integrity of data for internal and external usage. Compliance with Legislative and International Requirements: Provide data for integration in the Treasury publications and other working documents, Align classification standards, circulars and practise notes consistent with legislation. Compliance to Local and International Standards: Apply changes to the Economic Reporting Format and the Standard Chart of Accounts to data, Improve the integrity of data usage provided by National Treasury, for the utilisation of other institutions (SARB and Stats SA), Align budget and programme structure process of national and provincial departments for processing and implementation on transversal financial systems used by Government, Manage documenting of specifications for business intelligence or information technology (IT) reports, dashboards, or other outputs.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 10 November 2025 at 12:00 pm (Midday)

POST 39/54 : **DEPUTY DIRECTOR: FISCAL RESEARCH REF NO: S071/2025**
Division: Budget Office (BO)
Purpose: To define the fiscal policy research agenda of the National Treasury on the short and long-term impacts of fiscal policy decisions with relevance to the developmental goals of South Africa; support the production of the budget documents.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Theoretical or Applied Mathematics or Mathematical Statistics or Computer Science. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in economic policy or economic research environment. Experience in policy development and communication is also valued. Knowledge of economics analysis and research. Knowledge of mathematics and statistics will be an advantage.

DUTIES : Fiscal Policy Research: Undertake research in line with the requirements of the National Treasury on the international and domestic macro-economic environment, institutional frameworks and their impact on fiscal sustainability, Develop policy and implement policy decisions of fiscal nature, Provide a platform for oversight and credibility of information. Medium Term Budget Policy Statement and Budget Review: Develop a broader fiscal policy work plan for consideration and implementation, Provide an appropriate and consistent presentation of fiscal policy content across chapters, Support the

production of the fiscal chapter, including associated tables and data development, for credibility, Provide oversight on consistency of information throughout the publication. Fiscal Analysis: Liaise with internal and external stakeholders over the trajectory of elements related to fiscal sustainability, Provide forecast on the modelling and variables related to the long-term sustainability of the fiscus, Fiscal policy implications and responses to quarterly macroeconomic forecasts. Benchmarking Research: Undertake economic research, analysis and the relation to fiscal policy, Provide research into the levels of the various fiscal indicators and their implications for sustainability, growth, and development, Engage stakeholders on broader economic issues, drawing particular attention to the role and impact of government.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 10 November 2025 at 12:00 pm (Midday)

POST 39/55 : **DEPUTY DIRECTOR: TRANSVERSAL CONTRACTING REF NO: S075/2025 (X3 POSTS)**
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To coordinate the SCM commodity process within Transversal Contracting in the facilitation and processing of transversal contracts and the dissemination of specific terms and conditions of contracts.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Business Economics or Supply Chain Management or Logistics or Financial Management or Business Management. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a supply chain management environment. Knowledge and experience of the PFMA, Treasury Regulations, SCM Policies and prescribes.
DUTIES : Management of Centralised Contracts: Manage the facilitation and administration of Transversal Term Contracts with particular emphasis on the following: Demand Management, Acquisition Management, Contract Management, Supplier performance management and reporting. Promote and Support Strategic Procurement of Transversal Term Contracts: Implement the strategic procurement processes concerning transversal term contracts by: Application and awareness of strategic sourcing, Developing quantification of economic benefits of strategic procurement, Developing Pricing measures and initiate benchmarking with market and industry in the analysis and dissemination of projections in support of strategic procurement. Compliance and Risk Management: Initiate the improvement of internal control measures, conducive and in compliance with policies and procedures of transversal contracting, as follows: Promote the transparency and compliance of SCM processes, through awareness, Develop and implement risk mitigation strategies, apply SCM business processes, Supplier performance management, Improve contract management principles. Promote Government Socio-Economic Objectives: Promote the implementation of government policies aimed at improving and fast-tracking the socio-economic outputs, in Transversal Term Contracts through: Black Economic Empowerment, Industrial policies, Preferential Procurement, Small, Medium and Micro Enterprises Development.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 10 November 2025 at 12:00 pm (Midday)

POST 39/56 : **DEPUTY DIRECTOR: DATA INTEGRITY AND STANDARDS REF NO: S077/2025**

Division: Budget Office (BO)

Purpose: To ensure that the quality and integrity of all government statistics produced by the National Treasury is improved by providing an appropriate data policy environment by researching, customising and implementing applicable statistical classification standards and monitoring the implementation of such policy reforms by managing the extraction and interrogation of financial data records in terms of compliance with applicable statistical classification standards.

SALARY : R1 059 105 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Statistics or Finance. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in statistical data compilation and manipulation. Knowledge and experience of the budgeting process in government. Knowledge of economics analysis and research. Exposure to statistical and financial accounting standards relevant to public sector, both local and international accounting standards applicable. Understanding of the structure and legislative mandates of the organs of government.

DUTIES : Data Integrity Improvement: Develop appropriate techniques for completing data verification and validation activities, Initiate improved data inspection techniques, Compile periodic reports, for internal Treasury consumption, related to the relative accuracy and continued data relevance, Align data publications and develop governance structures and procedures to accurately manage data processes prior to publication, Provide oversight on the accuracy of publications produced by other statistical agencies, i.e. Stats SA, SARB, by implementing recon procedures and processes, so ensuring SDDS compliance. Implementation of Data Standards: Monitor and improve the implementation of the Economic Reporting Format designed and implemented by the National Treasury, Comply with statistical data to accounting policy, via compliance to GRAP standards and standards set by the Accounting Standards Board, Align standards as prescribed by the IMF's Special Data Dissemination Standard (SDDS) in compliance to international reporting standards, Prepare data inputs for inclusion in the National Accounts statistics, published by the SARB and StatsSA, in line with the requirements of the System of National Accounts (SNA93) and Eurostat. Development and Enhancement of South African Data Standards: Drive the standards development process to ensure compliance with relevant statistical standards, Implement appropriate standards that will ensure the publication of appropriately classified data in terms of the UN functional classification. Management of SCOA Technical Committee and corresponding maintenance process: Assume accountability for efficiency and strategic direction of the SCOA Technical Committee, Retain accountability for working and delivery of the SCOA Technical Committee, Perform the function of chairperson for the SCOA Technical Committee, Ensure timely resolution of queries submitted to the Technical Committee, Initiate publication of Classification Circulars and chart of accounts and provide advice on classification. Stakeholders Engagement: Engage on processes associated with the issuing of data standards, including liaison with training teams, communication forums, website administrators, etc, Engage on the internal processes related to impact of change related to new or amended statistical standards, including the GFS, SNA, COFOG, ISIC, GRAP and others in terms of the impacts to the data structure.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment

CLOSING DATE : 10 November 2025 at 12:00 pm (Midday)

POST 39/57 : **DEPUTY DIRECTOR: REGULARITY AUDIT REF NO: S073/2025**

Division: Office of the Director-General (ODG)

Purpose: To manage the Regularity Audit plan for NT, ASB, IRBA and GTAC in accordance with the planned regularity audit methodology.

SALARY : R896 436 per annum, (all-inclusive)

CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Internal Auditing or Risk Management or Accounting. A minimum of 4 years of which 2 years should be at an Assistant Director level or equivalent obtained in the internal audit environment. Knowledge of Internal Audit Methodologies, Fundamentals and Principles.
DUTIES	:	Strategic leadership and stakeholder management: Contribute to raising awareness of the Internal Audit division with specific emphasis on Regularity Audit through stakeholder engagement, Execute plans and guidelines to ensure completion of strategic and operational activities, Liaise, co-coordinate, establish and maintain good relations with stakeholders on audit related matters, Contribute towards initiatives or recommendations by the Audit Committee. Audit Process: Risk assessment, audit plan, assurance and advisory services: Manage all Regularity audits and perform quality assurance, Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the 3 year rolling audit plan and detailed annual regularity audit plan based on the strategic and operational risks, Provide advice and guidance on Regularity Audits to be conducted and propose solutions for challenging technical related problems, Ensure completion of all regularity audits as well as the findings register, Initial quality assurance of all regularity audit reports before submission, Providing feedback and clarification to the client relating to Regularity audit reports, control and technology related matters. Resource management: Manage and develop Regularity Audit resources to ensure effective and efficient delivery and overall achievement of Regularity Audit objectives, Develop the training plan for Regularity Audit, Perform resource allocation and priorities across regularity audit projects. Process improvements and research: Keep abreast of global trends, new developments in the Regularity audit, Identify areas for improvement to ensure a sustainable Audit Strategy, Regularity Audit Methodology and Resource Plan to ensure continuity of Regularity audit services. Management reporting: Manage the Regularity Audit reporting processes, Present Regularity Audit reports to clients, Provide feedback on the progress against the approved Regularity Audit plan.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE	:	10 November 2025 at 12:00 pm (Midday)
POST 39/58	:	**ASSISTANT DIRECTOR: TREASURY OPERATIONS REF NO: S066/2025** Division: Asset and Liability Management Budget Office (ALM) Purpose: To assist with financial risk management and debt management oversight of state-owned entities (SOEs).
SALARY	:	R582 444 per annum, (Excl. benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Financial Accounting or Financial Risk Management or Financial Management. A minimum of 3 years' experience obtained within a financial risk management analysis, treasury policy development, and implementation environment. Knowledge and experience of the policy framework of the Treasury Operations of SOEs. Knowledge and experience of financial markets. Knowledge and experience of analysis and dissemination of information, e.g. financial data pertaining to bond yields, commodity prices, currencies. Knowledge and experience of research and benchmarking exercises with established organisations.
DUTIES	:	Stakeholder Engagement: Promote relationships within SOEs through collaboration, internally and externally, Assist with the development and maintenance of information as required by stakeholders. Policy Development: Review Treasury Management in terms of "Best Practices for Treasury Management" and "Corporate Governance" as pertaining to Treasury Management, Develop and update the Best Practices Guidelines for Treasury Management, and relevant Treasury Regulations. Treasury Reviews: Review the Treasury Operations of SOEs in line with the relevant guidelines, Review the mandates of SOEs and the mandates of individual treasury operations and align accordingly, Identify areas of risks within SOEs and implement remedial actions to mitigate risk, Develop synergies between business and internal

National Treasury stakeholders pertaining to sub-sovereign debt management and the issuance of contingent liabilities, Amend best practice statements from credible sources within the broader scope of governance, risk management and operations. Strategic Analysis: Evaluate the appropriateness of governance and risk management models utilised for Treasuries in individual SOEs and determine whether adjustments are required for alignment with policy, Determine necessary policy and legislative modifications, revisions or additions to support recommendations, Recommend on appropriate treasury structures and controls and monitor SOEs for compliance to the Best Practice Guidelines for Treasury Management in line with the Treasury Regulations, Ensure that SOEs operate in line with best practices standards, governance structures and risk management processes to eliminate inappropriate Treasury activities and outcomes.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 10 November 2025 at 12:00 pm (Midday)

POST 39/59 : **ECONOMIST: FORECASTING REF NO: S068/2025**
Division: Economic Policy and International Cooperation Division (EPIC)
Purpose: To assist with the provision of quarterly forecasts of the South African economy over the MTEF period and maintain the National Treasury Quarterly Model (QMOD) for sound policy analysis and advice to stakeholders.

SALARY : R582 444 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Mathematics or Statistics or Econometrics. A minimum of 3 years' experience obtained within an economic modelling environment.
DUTIES : Quarterly Forecasts over the MTEF: Assist with the compilation of the macroeconomic forecast of the South African economy, Draft forecasting explanatory memoranda to debrief stakeholders on the main aspects of the economic projection, assist in providing different simulations on forecasts on economic growth and tax related models based on the revenue expectations for a specific financial year. Maintain Economic Models: Assist with the updating of economic models, Assist with the development of new models in alignment with policy and related needs, Consult stakeholders on new initiatives on the maintenance of models. Policy Analysis and Development: Provide theoretically sound and well researched reports and memos that link model outcomes to specific policy questions, Develop presentations and engage stakeholders, Inform internal and external stakeholders on new developments impacting the economic modelling world and illustrate their usage. Stakeholder Engagement and Research: Engage clients on new developments pertaining to projection tools and their impact on the SA economy, Initiate research and engage with international recognised institutions on latest trends pertaining to model development.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 10 November 2025 at 12:00 pm (Midday)

POST 39/60 : **ASSISTANT DIRECTOR: INVESTMENT ANALYSIS REF NO: S065/2025**
Division: Asset and Liability Management Division (ALM)
Purpose: To assist the National Treasury in the monitoring and evaluation of financial performances of SOCs and commend on appropriate responses for implementation

SALARY : R582 444 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Finance or Accounting or Financial Economics. A minimum of 3 years' experience obtained in a corporate, financial investment or banking environment. Ability to assess and make recommendations on the benefits and risks of financial transactions. Knowledge and experience of analysing financial statements and business cases.
DUTIES : Promote allocation and utilisation of financial resources: Analyse SOCs/WBs Corporate plans and Annual Reports, Prepare a dashboard summary of

corporate plan and annual report findings, Provide recommendations on the financial analysis and findings, Analyse tariff submission by Water boards (WBs) and prepare letters on tariff determinations. Monitor Infrastructure spending of SOCs: Collect and disseminate infrastructure figures from SOCs/WBs, Analyse infrastructure spending trends of SOCs/WBs and compile a report on findings and recommendations for implementation, Engage external stakeholders regarding their infrastructure plans and prepare presentations on spending trends. SOC reforms: Assist with valuation analysis of SOCs/WBs, Assess entities' business cases, considering prospects for privatisation, appropriate funding models and make recommendations, Assist with the review of developmental mandates and appropriate funding mechanisms. Corporate Governance in SOCs: Assist with the improvement of stakeholder relations by escalating relevant info to stakeholders promptly, Provide financial inputs into section 54 applications and MTEC process, Provide financial input into the budget review and MTBPS process, where required, Promote compliance of the PFMA determinations within SOCs, Assist with the compilation of recommendations on the funding requests of SOCs/WBs and perform site visits.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 10 November 2025 at 12:00 pm (Midday

POST 39/61 : **ASSISTANT DIRECTOR: INFORMATION SECURITY AND COMPLIANCE REF NO: S072/2025**
Division: Corporate Services (CS)
Purpose: To render an effective, efficient record administration within the National Treasury; assist in managing the central registry/s and provide administrative support to the PAIA Helpdesk.

SALARY : R468 459 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in the Security Risk Management or Policing or Public Management or Criminal Justice. A minimum of 3 years' experience obtained within the field of security management and investigations. Knowledge of the Minimum Information Security Standards (MISS) and other security legislations. A valid driver's license is required. Knowledge and experience in the analysis of information, conflict management, interpersonal skills, report writing and good presentation skills.
DUTIES : Co-ordinate Security Awareness Programmes within the National Treasury: Initiate the drafting of prescribed security training, awareness and orientation programmes and procedures for consideration, Develop and maintain security awareness and orientation programmes for implementation, Monitor the impact and compliance of these programmes in the Department, Liaise with external stakeholders such as SAPS and SSA on the prescribed security awareness implementation plan. Conduct Security Investigations to minimise Breaches in the Department: Investigate all security breaches that occurred within the department and proposed corrective actions for implementation, Compile investigation reports and make recommendation for implementation, Assess the impact of any breaches and initiate the escalation thereof to the SSA and SAPS for further investigation, Investigate security breaches and report incidents or suspected incidents of security breaches or leakages of sensitive information to SSA. MTBPS and Budget Process: Develop operational plan for the MTBPS and Budget process, Coordinate internal and external stakeholder meetings ensuring information leaks before embargo is lifted are eradicated. Development and review of Governance documents: Develop and Review Policies and Procedures relating to Information Security, Conduct indepth research on international security standards and align policies and procedures, Advice Management regarding amendments/review of such Policies and Procedures.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 10 November 2025 at 12:00 pm (Midday

POST 39/62	:	**REGULARITY AUDITOR REF NO: S074/2025** Division: Office of the Director-General (ODG) Purpose: To assist with the execution of Regularity Audits engagements for NT, IRBA, ASB and GTAC in accordance with the Audit plan.
SALARY	:	R397 116 per annum, (Excl. benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Internal Auditing or Accounting. A minimum of 2 years' experience obtained in internal audit. Knowledge of Regularity Audit fundamentals and principles. Knowledge of processes and procedures.
DUTIES	:	Assist with project planning: Maintain record of engagements with clients, Collate the relevant data for future utilisation. Transactional Document Information and flow: Assist with financial and management information flows, in compliance with internal audit policies and procedures, Assist in the identification and planning of auditable processes within the National Treasury, Assist with recordkeeping of information for future utilisation. Identify Risk and Controls and Initiate Audit Testing: Assist in the analyses of risk mitigated processes, Assist with the identification of controls in the system and advise on corrective measures, Provide a preliminary evaluation of the plan of execution, Assist in preparing and updating the risk register, Perform audit test as outlined within the risk register, Keep record of test results for future reference and application. Evaluate testing results, develop effective control environment and assist with the preparation of draft report: Verify working papers for correctness in accordance with auditing standards and methodology, Assist in preparing recommendations for the improvement of processes and procedures, Assist with the compilation of a draft report on recommendations for implementation, Assist follow-up on outstanding audits. Knowledge Management: Maintain and update manuals and electronic filing in compliance with NTs policies and procedures.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE	:	10 November 2025 at 12:00 pm (Midday)
POST 39/63	:	**TRANSVERSAL CONTRACTING SUPPORT OFFICER REF NO: S076/2025 (X2 POSTS)** Division: Office of the Procurement Officer (OCPO) Purpose: To prepare, capture and numbering of all tender documents for publication on the system and handle all documents with utmost discretion.
SALARY	:	R325 101 per annum, (Excl. benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 is required, post school qualification in Supply Chain Management or Logistics or Business or Management or Financial Management would be an added advantage. A minimum of 2 years' experience obtained in a Supply Chain Management or Financial Management environment. Knowledge of PFMA, Treasury Regulations, SCM Policies and prescripts.
DUTIES	:	Tender Support: Ensure that all tender documents are numbered, Manage tender closing process of the National Treasury in accordance to strict time frame, Retrieve electronic bids from E-Tender Portal, Preparing the address list for the tender documents; Ensure the timeous advertising of bids received on E-Tender, Assist with arranging and attending of the Bid Specification Committee and Bid Evaluation Committee meeting, Advice public and prospective bidders on the tender related queries; and, Attend to the tender box on closing date of the tender, were necessary. Administration: Receive, record and distribute all incoming and outgoing documents, Arrange meetings and make sure that deadline for documents submission is met, Assist with enquiry management of the office, Handle confidential documents/issues with outmost discretion, revert to clients regarding general bid and contract queries, File and manage the paperwork of the unit.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE	:	10 November 2025 at 12:00 pm (Midday)

POST 39/64	:	**RECORDS CLERK: INFORMATION AND MANAGEMENT REF NO: S067/2025 (X2 POSTS)** Division: Corporate Services (CS) Purpose: To update and maintain the records management systems of all records and file movements and handle information with the utmost discretion.
SALARY	:	R228 321 per annum, (Excl. benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 is required coupled with a certification in Office Administration. A minimum of 1 year experience obtained in an office administration or related environment. Knowledge and experience in the utilisation of MS Office. Ability and willingness to perform physical duties.
DUTIES	:	Provide Registry Services to sub-registries: Open new files and volumes as required, Retrieve files and book them out to clients, Receive booked out files, book files in (update the records database) and return to the records stores and Conduct clean up in the operational areas to ensure all files are returned to the registry. Provide Bulk Scanning and Indexing Services to all divisions: Update the file scanning register, Prepare files before and after Scanning; Conduct scanning of files, Convert the files into text searchable portable document format, Upload files into the Electronic Document Management System, Index files according to the prescribed minimum metadata requirements. Disposal of files: Liaise with the Records Manager to determine files due for disposal, Draw out a list of files due for disposal; and Upon approval, move the files to the disposal area; Control access to Records Stores: Ensure storeroom keys are kept safe, Oversee the cleaning of all records storage areas; Supervise pest control services; Control access to the records stores.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquries@treasury.gov.za
APPLICATIONS	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE	:	10 November 2025 at 12:00 pm (Midday)

ANNEXURE L

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 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

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

Gauteng/Land Court Randburg/Johannesburg/Pretoria: 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

Limpopo/ Polokwane/ Thohoyandou: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699

North West/ Mmabatho: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

KwaZulu-Natal/ Durban/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.

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

CLOSING DATE : 14 November 2025

NOTE : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of

this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office 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

POST 39/65 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: 2025/259/OCJ**

SALARY : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : An NQF 6 qualification with 360 credits as recognized by SAQA in Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit or equivalent as recognized by SAQA. Bachelor's degree (NQF level 7) qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit, would be advantageous. Five (5) years' experience within Supply Chain Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of people with disability). skills and knowledge: Sound and in-debt knowledge of relevant prescripts. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM policies and procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR), Promotion of Access of Information Act, The Constitution of the Republic of South Africa. People management skills. Time management skills. Communication skills (verbal & written). Conflict management and negotiation skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles. Team leadership skills.

DUTIES : Manage, design and develop acquisition management policies, processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Manage the process of collating procurement requirements for the units. Manage the compilation of a Demand and procurement plan for the Units. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract. Manage and control the acquisition function in relation to goods and services, infrastructure demand and ICT demand in the department. Oversee the utilization of the Central supplier Database in the bid/quotation processes. Control and oversee a compliant execution of the bid/quotation processes. Ensure that integrity of all procurement functions is maintained. Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. Manage logistical support services. Manage the procurement of assets, supplies and services. Manage the vehicle fleet. Manage transport and travelling services. Establish and manage service level agreements with service providers. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related

administrative function. Establish implementation and maintain efficient and effective communication arrangement. Develop and manage the operation plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Service on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Technical Enquiries: Mr M Ngonyama Tel No: (010) 493 2500
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

APPLICATIONS : Applications can be via email to: 2025/259/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 39/66 : **SENIOR LAW RESEARCHER REF NO: 2025/277/OCJ**

SALARY : R582 444 - R686 091 per annum (Level 10). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Johannesburg

REQUIREMENTS : Matric certificate, and an LLB degree at (NQF level 8) or four (4) year legal qualification as recognized by SAQA. A minimum of three (3) years' experience as a Law Researcher. Skills and Competencies: Knowledge of Electronic Information Resources and the ability to access and utilize computer research programmes (Westlaw, LexisNexis, and Jutastat): General Legal Knowledge, Knowledge of operating DCRS/CRT machine, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles, Computer literacy skills (MS office), Excellent research skills, Report Writing and editing skills, Excellent communication skills (written and Verbal), Problem analysis and solving skills, Planning and organising skills, Decision-making skills, Time management skills, Creative and analytical skills, Ability to meet deadlines, Critical thinker, Strict adherence to high ethical standards, Attention to detail, Flexibility, Time bound, Self-driven, Assertiveness, Creative, innovative and Accuracy.

DUTIES : Provide legal research: Consult with the judiciary in chambers and take instructions, peruse all the material lodged, identify the issue and initiate appropriate research, provide analytical summary of counsels' arguments or written evidence in the court record, Delegate instructions to the researchers, conduct research on electronic databases as per the Judges' request, ensure that all research provided to Judges is comprehensive and accurate. Ensure that draft judgments, articles, and speeches are clear, consistent and comprehensive: Ensure there are no stylistic, syntactical or grammatical errors, Ensure Judgments conform to the accepted writing Style Guide of each Court, Ensure preparation of a comprehensive memorandum on the outcome of the research, Ensure all judgments, articles, speeches and conference papers with respect to spelling and grammar, Double-check all references and footnotes in all judgments and legal articles against the original text to ensure correctness. Assist the Judges with other extra-judicial tasks: Draft speeches, conference papers and legal articles, Ensure that all speeches, conference papers and articles are thoroughly researched, are accurate and of the highest quality, Ensure secretariat functions including Provincial Efficiency Enhancement Committee (PEEC) meetings are being effectively performed, Ensure the judiciary of the Division is up to date on recent developments in case law, practice directives and legislation, Keep abreast of all the landmark judgments / recent developments in the law, changes in legislation and regulations, Ensure researchers attend to publisher related queries (e.g. Juta, Lexis and Saflii) Supervise and develop staff : Ensure general supervision of employees, Allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of employees, Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning and Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486

HR enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be via email to: 2025/277/OCJ@judiciary.org.za

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

POST 39/67 : **LAW RESEARCHER REF NO: 2025/278/OCJ**

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.

CENTRE : North West Division of The High Court: Mmabatho

REQUIREMENTS : Grade 12 Certificate and an LLB degree or a four-year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license. Exposure in the SCA court environment will be an added advantage. LLM will be an added advantage Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements

DUTIES : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Provide support to court personnel with research related queries as assigned.

ENQUIRIES : Technical/HR enquiries; Mr O Sebapatso Tel No: (018) 397 7064

APPLICATIONS : Applications can be sent via email at 2025/278/OCJ@judiciary.org.za

NOTE : The Organization will give preference to candidates in line with the departmental employment equity goals.

POST 39/68 : **LAW RESEARCHER REF NO: 2025/268/OCJ**

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.

CENTRE : Labour and Labour Appeals Court: Johannesburg

REQUIREMENTS : Matric Certificate and an LLB degree at NQF level 8 or four (4) year recognized legal qualification. A minimum of two (2) years' in the relevant legal experience. A minimum of three (3) years legal research experience will be an added advantage. Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles. Communication skills (verbal and written), Problem solving and decision-making skills, Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, Computer literacy, (Word, PowerPoint & Excel,). Applied Strategic Thinking, Budgeting and Financial Management, Communication and Information Management, Customer Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management and Team Leadership.

DUTIES : Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends

ENQUIRIES : Technical Related Enquiries: Ms T Nzimande Tel No: (010) 494 9238
HR Related Enquiries; Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email at 2025/268/OCJ@judiciary.org.za

NOTE : The Organization will give preference to candidates in line with the departmental employment equity goals.

POST 39/69 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/261/OCJ**

SALARY : R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg

REQUIREMENTS : A Grade 12 certificate and three (3) year National Diploma in Public Administration / Administrative Management / Public Management/ equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of two (2) years' experience in administration field and valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide support to the senior managers with daily clerical tasks. Keep up breast with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Formulate administration policies. Review office policies and procedures Update existing protocols and office policies. Communication skills (verbal & written), Problem solving skills, Good public relations skills, 29 Monitoring and analytical skills. Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting

statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service and knowledge of Batho Pele principles. Manage and Monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be via email to: 2025/261/OCJ@judiciary.org.za

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

POST 39/70 : **PRINCIPAL LIBRARIAN REF NO: 2025/262/OCJ**

SALARY : R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Grade 12 Certificate and a three (3) year National Diploma/Degree in library and information science/studies qualification or equivalent at NQF level 6 with 360 credits as recognized by SAQA. A minimum of 2 years' experience in Library and Information Systems. A post graduate qualification in library and information science/studies and a legal environment experience will be added advantage. Knowledge of and experience legal library environment as well as comparative research and international legal matters. in South African as well as comparative and international legal matters. Computer Literacy (MS Office, Power point, Outlook, Word, excel & Internet). Report writing skills, Research and planning skills. Excellent communication skills (written and verbal). Interpersonal Relations. Knowledge of Library OPAC systems.

DUTIES : Develop the catalogue in line with the international library standards; Download the best bibliographic records from Smartport and OCLC. Ensure the distribution of catalogued materials; Ensure materials are easily retrieved from shelves. Administer the classification of the library collection. Coordinate and maintain collections relating to previous editions and non-book materials; Identify and remove reference works and serial publications from the general book collection. Ensure that catalogued materials are relevant to library users' needs. Update and administer previous editions. Coordinate assets management within the Constitutional Court library. Conduct asset verification and stocktaking of the library materials. Bar code and ad records to library management system and entries in the library asset register. Remove outdated books from shelves. Update the library system and asset register with the written off previous materials. Ensure the implementation of disposal of books. Attend to queries relating to unverified library materials. Supervise and develop staff; Ensure general supervision of employees; Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees regarding all aspects of the work; manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Attend to enquires and provide advice and guidance on asset allocation and control; Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Technical enquires: Mr A Mdletshe Tel No: (011) 359 7400/7472
HR related enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7574

APPLICATIONS : Applications can be sent via email at 2025/262/OCJ@judiciary.org.za

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

POST 39/71 : **JUDGE'S SECRETARY REF NO: 2025/263/OCJ**
(12 months non-renewable contract)

SALARY : R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Limpopo Division of The High Court: Thohoyandou

REQUIREMENTS : Grade 12 certificate. A minimum of 20 modules completed towards an LLB or Bachelor of Law Degree (results must accompany the application). A minimum of one (1) year secretarial experience in a superior court environment. A valid driver's license. An LLB Degree will serve as an added advantage. Shortlisted

candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Office) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : To ensure attendance and screening of all incoming and outgoing calls. To ensure that the appointments and meetings of the judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed judgments and orders handed down in court or virtually are sent to the typist and the library (judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the judge is ordered and collected. To ensure that the court files are ready and the judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the reviews register is up to date and signed on receipt and return of reviews to the Review Clerk. To ensure that the register/template of the reserved judgment is updated notifying the Statistics Officer as well as the office of the President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them of how the judgment will be handed down. To ensure that the bench book of the judge is prepared and files are in court before the court starts or before the judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before judge can allow parties to start with their matters. To ensure that the correct oath, ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by the judge in court. To ensure that all travel and accommodation arrangements are in order and made on time. To ensure that the judge's logbook is submitted on or before the 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance 82 and/or service. To remind the judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of cell phone and data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer. Adhere to prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical/HR related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758

APPLICATIONS : Applications can be sent via email at 2025/263/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the employment equity goals.

POST 39/72 : **JUDGES SECRETARY REF NO: 2025/264/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : KZN Division of The High Court: Durban

REQUIREMENTS : Grade 12 certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the

assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical enquiries: Ms K Marais Tel No: (031) 492 5562
HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email at 2025/264/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the employment equity goals.

POST 39/73 : **JUDGE'S SECRETARY REF NO: 2025/269/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu Natal Division of The High Court: Pietermaritzburg

REQUIREMENTS : A Grade 12, LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree. A minimum of two years secretarial experience. Shortlisted candidates will be required to pass a typing test. A valid driver's license. Skills and Competencies: Communication skills (verbal and written), Administration skills, Planning and Organizational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English, Display maturity, Assertiveness and Confidence to interact at all Levels, Maintain Positive attitude, Good Interpersonal Relations with ability to Take charge, Able to work under pressure , Ability to multitask , Ability to take charge, Flexible, Patience and kindness, Professionalism, Maintain a positive attitude. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide Secretarial support to the Judiciary: Diarize the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the commencement of a criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Arguments from various stakeholders are available to the Judge as per the filing that was done. Provide support functions to civil / criminal courts: Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the

commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, administer the correct Oath ID or declaration in court, when required, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Provide general administrative support to the Judiciary: ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, Ensure the submissions of Cell phone and 3G data claims for process purposes, ensure that all updates on the loose leafs in the Judges library are attended to (in dispute)

ENQUIRIES : Technical enquiries: Mr MN Zondi Tel No: (033) 345 8211
HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email at 2025/269/OCJ@judiciary.org.za

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

POST 39/74 : **JUDGE'S SECRETARY REF NO: 2025/270/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Grade 12. Driver's Licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA (Law), BCom Law degree, Knowledge of Court Online system, and a minimum of one-year secretarial experience will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Communication skills (verbal and written), Administration skills, Planning and Organisational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English, Display maturity, Assertiveness and Confidence to interact at all Levels, Maintain Positive attitude, Good Interpersonal Relations with ability to Take charge, Able to work under pressure, Ability to multitask, Ability to take charge, Flexible, Patience and kindness, Professionalism, Maintain a positive attitude.

DUTIES : Provide general secretarial/administration duties to the DCJ. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the DCJ. Manage and type correspondence, draft directions, and judgments for the DCJ. Arrange and Diarise appointments, meetings and official visits and make travel and accommodation arrangements. Update files and chamber documents and provide such copies of documents as is necessary, to the Registrar. Store, keep and file court records safely. Manage the DCJ's vehicle logbook. Compile data, statistical reports, and documents for the DCJ and Registry section as and when this is required. Manage expense reports, financial disclosure statements, and case management reports.

ENQUIRIES : Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7458
HR enquiries: Ms. K Mokgatlhe Tel No: (011) 359 7575

APPLICATIONS : Applications can be sent via email at 2025/270/OCJ@judiciary.org.za

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

POST 39/75 : **REGISTRAR REF NO: 2025/271/OCJ**

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

CENTRE : Gauteng Division of The High Court: Pretoria

REQUIREMENTS : Matric plus an LLB degree or four (4) year legal qualification at (NQF level 7) and A minimum of two (2) years' legal experience obtained after qualification.

Superior Court or litigation experience will be added advantage and a Valid code B or code EB driver license. Skills and Competencies: Knowledge of registry duties, Knowledge of Case Flow Management, legislative framework governing the public service, storage and retrieval procedures in terms of the working environment, Batho Pele Principles, excellent communication skills (verbal and written), computer literacy, numerical skills, planning, organizing skills, problem solving and decision-making skills, interpersonal skills, conflict management skills, time management skills, decision making skills, analytical skills, honesty and integrity, resilience, attention to detail, flexibility, strong work ethics, professionalism, time bound, meticulous, honesty/Trustworthy and Observance of confidentiality.

DUTIES : Process default judgments to enhance efficiency of the court in handling of quasi- judicial functions: Determine whether pleadings/ processes comply with the court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician. execute taxations to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs. Process and finalize Opposed and Unopposed Taxations in accordance with SOP, deal with and finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician. Manage criminal/civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, co-ordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, Maintain and update manual registers for Audit of reported Performance information. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical enquiries: Ms N Shandu Tel No: (012) 315 7602
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email at 2025/271/OCJ@judiciary.org.za

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

POST 39/76 : **REGISTRAR REF NO: 2025/265/OCJ**

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

CENTRE : North West Division of The High Court: Mmabatho

REQUIREMENTS : Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy,

Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

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

ENQUIRIES : Technical Enquiries: Mr O Sebapatso Tel No: (018) 397 7064
HR Enquiries: Ms K Zwane Tel No: (018) 397 7114

APPLICATIONS : applications can be sent via email at 2025/265/OCJ@judiciary.org.za

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

POST 39/77 : **REGISTRAR'S CLERK REF NO: 2025/272/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance

CENTRE : Mbombela High Court

REQUIREMENTS : Grade 12, No experience required. Driver's license will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filling system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills, ability to work under pressure, self-motivated, accuracy , ability to work independently, attention to detail, teamwork and Flexible.

DUTIES : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing administration and filing of all appeals and applications for Leave to appeal. Provide administrative support in the Registrar`s office. Prepare, analyse and submit court statistics. Maintain and keep all registers for civil and criminal matters including the provisional rolls. Upload and update case information on registrar's tools, court online and Caseline. Render efficient and effective support services to the court. Issue court processes at the General Office including online. Render case management duties. Attend and oversee to public queries. Filing and archiving civil processes. Provide any other administrative support in general as required by the Chief Registrar or Court Manager.

ENQUIRIES : Technical enquiries: Mr. M Masekoameng Tel No: (013) 758 0000
HR enquiries: Mr. SJ Zwane Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email at 2025/272/OCJ@judiciary.org.za

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

POST 39/78 : **REGISTRAR'S CLERK REF NO: 2025/273/OCJ (X2 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance.

CENTRE : Gauteng Division of The High Court: Pretoria

REQUIREMENTS : Grade 12 certificate, No experience required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized

by SAQA will be an added advantage. Driver's license will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filling system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills, ability to work under pressure, self-motivated, accuracy, ability to work independently, attention to detail, teamwork and Flexible.

DUTIES : Perform clerical and administrative work within the Court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, Update the file of return service/s proof services and Safe-keep and dispose of case records. Handle court's request files: Retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of court files, keep record of requests received from litigants. Render case management duties: Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), monitor files and records as per the case Management. Provide support with administrative registrar: Submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES : Technical enquiries: Ms N Shandu Tel No: (012) 315 7602
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email at 2025/273/OCJ@judiciary.org.za

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

POST 39/79 : **ADMINISTRATION CLERK (CRT) REF NO: 2025/274/OCJ**
(12 months non-renewable Contract)

SALARY : R228 321 – R268 950 per annum (Level 05), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance.

CENTRE : Limpopo Division of The High Court: Thohoyandou

REQUIREMENTS : A grade 12 certificate. No experience required. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of the digital recording process e.g. system tests, recording equipment is properly functional, fault reports, Knowledge of court proceeding, digital filing system, manual filing system, Technical Skills, Communication skills, Interpersonal relations , Typing, Computer literacy (MS Office), Problems solving skills, Administration skills, Ability to work independently, Ability to work under pressure, Team participation, Understanding of confidentiality in Government, Flexible and Attention to detail. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide administrative support in pre-recording of court proceedings: Check the readiness of the court prior the court proceedings, Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine, capture cases set down on the CRT machine and the court book/J406, Pre-schedule the cases prior to commencement of the court proceedings. Proper recording of court proceedings: Record court proceedings as per the level of court, Add parties' details per court appearance and add related annotations for the case type in session, Pause and resume the recorder during court session breaks, and stop at the end of the day, Set up and operate the equipment for testifying in the Children's court, Annotate all the postponed cases, Conduct regular backups of data and transfer court recordings at the end of the week, Utilise the headphones to monitor accurate recording of the court proceedings. Perform playback events during or after the session: Attend to request for playback to verify court orders and download to CD/USB, Retrieve and download cases on request, Playback the court recoding to detect any discrepancies on the recordings, Inform the Judge immediately when

discrepancies are detected. Attend to general administrative functions for court administration: File and check audio CD's in the strong room/Court Recording Technology office, submit work performed at the circuit court immediately upon arrival, Update backups of audio CD's, Download CD's for transcription for the running record, attend to queries relating to court recordings and arrange own travelling to circuit courts in advance.

ENQUIRIES : HR Enquiries: Ms RF Mathobela/ Ms EM Ramaphakela Tel No: (015) 498 1758/1744
Technical enquiries: Mr. BM Tjiane Tel No: (015) 495 1447

APPLICATIONS : Applications can be via email to: 2025/274/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 39/80 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2025/275/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance

CENTRE : Land Court: Randburg

REQUIREMENTS : Grade 12, No experience required. A driver's license will be added as an advantage. Skills and Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, Basic knowledge and insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), Knowledge of basic financial operating systems (BAS), Basic knowledge of work procedures in terms of work environment, Knowledge of legislative framework governing the public sector, Batho Pele Principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Capture invoices and creation of Creditor Payment Advises: Verify the invoices on quantity, price, VAT, item description and supplier details to" address and the VAT registration number, where applicable, Capture correct information on JYP which will be defaulted to the Creditor payment advice, Attach all the relevant prescript documentation to the Creditor Payment Advice, Maintain a computerised or manual register of all payments processed to track the status of such invoices, Provide pertinent information on the state of Department's creditors to the DCO and Director Finance, Maintain and update the Procurement Status Report with detail of the relevant transactions. Render demand and acquisition clerical support, Carryout and Implement preference points system with appropriate goals per commodity in terms of preferential procurement policy objectives, provide secretariat or logistical support during the bid consideration and contracts conclusion process, Check If there is a VAT number, distribute store items to the end-user in the absence of the responsible person, Maintain a PCC file with all the relevant documents. Process Purchase Orders (PO): Verify if contract existing in a PO should be placed for the item on contract, Verify and capture source documents and place the order with the supplier, Verify the price on the quotation or competitive bidding method of procurement should be applied within the delegated authority, Draft Letters of Awards in cases of the unavailability of JYP and other urgent circumstances. Send properly signed purchase orders in regard of all goods and service requests to suppliers which is endorse with the official stamp. Render and record all procurement transactions: Provide support in monthly reporting for supply chain management department, administer supply chain day-to-day duties for procurement of goods and services, ensure proper filling, recording and safe keeping of documents for audit purposes and administration of stores and Compile SCM reports on orders issued.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be via email to: 2025/275/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 39/81 : **DATA CAPTURER REF NO: 2025/276/OCJ**

SALARY : R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance

CENTRE : Land Court: Randburg

REQUIREMENTS : Grade 12 (NQF level 4). No experience required and A driver's license will serve as an added as an advantage. Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, Knowledge and understanding of legal framework governing the public service, Knowledge of administrative principles and procedures, Knowledge of a variety of MS Excel Spreadsheet functions, data input, Power Point and Outlook, excel autofill and formulas, formatting cells, number formatting, sort, and filter, Batho Pele Principles, Computer literacy in MS Word and Excel, Communication skills (verbal and written), Technical skill, Time management, Interpersonal and diplomacy skills, Computer Literacy skills, Organisations skills, Problem solving skills, Planning skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive, Flexible and Confidentiality.

DUTIES : Render data capturing service: Capture data from available records into the required formats e.g. databases, table and spreadsheets, verify query missing data and errors observed during data entry, Review and validate all data from the records, conduct regular data backups, provide information to components, Capture applications on a master list database. Conduct personnel suitability verification process: Capture fingerprints for the candidates invited for interviews and upload to the system, conduct personal suitability checks (criminal, citizen ship, reference checks and verifications of qualifications) for recommended candidate, Receive the outcomes from the service provider and consolidate verified data, compile a report based on the outcome (negative) of the service provider to vetting for further investigation. Provide administration support services within the sub directorate: Conduct safe keeping for all data captured document of recruitment and selection, Keep and maintain all recruitment and selection records accurately according to the Recruitment and Selection Check List and Appointment Check List, Open office files for all advertised positions, File and archive old applications, Provide secretariat support services to the meetings, Provide support with stationery supplies within the sub-directorate. Collate, analyse and interpret statistics: Apply standing, policies and procedures/guidelines for the interpretation of data, Prepare information and data from a specific project, Analyze data by identifying trends and patterns specific and Produce reports that are practical, accurate and reliable.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be via email to: 2025/276/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 39/82 : **MESSENGER REF NO: 2025/266/OCJ**

SALARY : R163 680 - R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Johannesburg

REQUIREMENTS : A Grade 10 or ABET (NQF level 2) certificate and a driver's license. A minimum of one (1) year driving experience in corporate driving will be an added advantage. Skills and Competencies: Sound organizational skills, Good people skills, Basic written Communication skills, Computer literate (MS Office), Good Communication skills, Report writing skills, listening skills, Problem solving and Analysis, Time Management, Client Orientation, Customer Focus. Knowledge of the procedures to operate the motor vehicle, prescripts for the correct utilisation of the motor vehicle and procedures to ensure that the motor vehicle is maintained properly. Flexible, Ability to work under pressure and meet deadlines, Creative and innovative, Confidence, Team work, Accountability and Attention to detail.

DUTIES : Perform messenger functions: Sort and arrange correspondences in the registry, record and control correspondence register, sort mail, files, documents and parcels, record contents and physical addresses in the delivery book/register. Gather and distribute mails and files: Collect, distribute and circulate correspondences (mail, parcels, documents and files), collect and

		deliver mail, files, documents and parcels to/from addressor, collect sealed and addressed items, ensure that the recipients sign on the delivery book/register. Perform general office assistant tasks, make copies, fax and shred documents, handle routine and ad-hoc administrative tasks i.e. collect office consumables, ensure proper and secure control over movement of documents, maintain accurate and up to date schedule trip sheets i.e. log official trips. Monitor the State of the vehicle: Ensure that state vehicle is roadworthy, report any accidents and incidents on the vehicle's conditions report, issue the officials with trip authority and book vehicle for service.
ENQUIRIES	:	Technical enquiries: Ms. M Tshilongo Tel No: (010) 494 8440 HR enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email at 2025/266/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals

ANNEXURE M

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau

Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria. For attention: Ms M Masubelele

Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300. For Attention: Mr D Manus

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 Nguyuza

Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For attention: Mr T. Oagile

Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms S Mafanya. Ms P Buwa

Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane

Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa

Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw

Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha, 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For attention: Ms N Mzalisi

CLOSING DATE : 07 November 2025 time 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/.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.

OTHER POSTS

POST 39/83 : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER GRAP ACCOUNTING REF NO: 2025/124 (X5 POSTS)**
(12 Months Contract)

SALARY : R1 059 105 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Minimum of three year tertiary qualification (NQF Level 6) in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, Relevant Experience at a Junior Management/Assistant Director level equivalence. Relevant working experience in Asset Management, financial reporting and project management will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
DUTIES : Perform regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance, Identify completed projects for capitalisation, Design and manage a plan for physical verification of completed projects, Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers, Apply

deemed cost on properties (transfer, additions etc.), Perform monthly reconciliations for itemised billing, leases, AUC, municipal rates & taxes and other customer transactions, Perform reconciliations between Deeds and the IAR bi-annually, Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements, Perform reconciliation between properties handed over for physical verification and QA report and update IAR, Develop the risk and control matrix; and monitor compliance thereof, Analyse audit reports and develop audit remediation plans, Implement audit plans and respond to audit queries, Provide advisory support to management on asset register and GRAP Compliant.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 1143
APPLICATIONS : Email Applications to this Email Address: Recruitment25-64@dpw.gov.za

POST 39/84 : **DEPUTY DIRECTOR: GEOGRAPHIC INFORMATION SYSTEMS (GIS) REF NO: 2025/125**
(12 Months Contract)

SALARY : R1 059 105 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Minimum of three year tertiary qualification (NQF Level 6) in Geographic Information System as recognized by SAQA, registration with SAGC (PLATO), Relevant Experience at a Junior Management/Assistant Director level equivalence. Relevant working experience in GIS, Asset Management, Statistical analysis and project management will be an added advantage. Willingness to travel, valid unendorsed drivers' license, excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking, Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage, Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers, Good Verbal and written communication Skills. Understanding the mandate of the Department, People Management Skills, Strategic leadership and Economic orientation.
DUTIES : Design, plan and perform advanced GIS analysis to address organizations strategic objective, Undertake spatial modelling, Facilitate the collection and capturing of spatial data from various formats and sources, Ensure the publishing of metadata, Coordinate the design, development and creation of geospatial databases, Conduct analysis and visualization of data to meet the stated requirement, Manage and implement image processes and procedures, Undertake operational and project requirements. Manage GIS Sub Directorate effectiveness, Allocate, control, monitor and report on all resources, Manage and implement knowledge sharing initiatives e.g. short-term assignments and training, continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. GIS Establishment and implementation, Undertake cost benefit analysis of GIS in the REIRS branch, Develop process model and workflows diagrams, Implement GIS policy and standards, give support in drafting the Terms of Reference for GIS projects. Research, Research, investigate and advice on new GIS technologies, Advise on research viability and feasibility, Recommend and compile appropriate plan to respond to the research problem, Develop new methods/technologies for solving spatial data problems, Research and implement new GIS standards.
ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 2043
APPLICATIONS : Email Applications to this Email Address: Recruitment25-65@dpw.gov.za

POST 39/85 : **ADMIN OFFICER: IMMOVABLE ASSET REGISTER (X10 POSTS)**
(12 Months Contracts)

SALARY : R325 101 per annum
CENTRE : Head Office (Pretoria) Ref No: 2025/126 (X5 Posts)
Kimberly Regional Office Ref No: 2025/127 (X2 Posts)
Mmabatho Regional Office Ref No: 2025/128 (X1 Post)
Polokwane Regional Office Ref No: 2025/129 (X1 Post)
Pretoria Regional Office Ref No: 2025/130 (X1 Post)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 6) in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce

or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043

APPLICATIONS : Email Applications for Head Office (Pretoria) to: Recruitment25-66@dpw.gov.za
Email Applications for Kimberly Regional Office to: RecruitKIM25-10@dpw.gov.za
Email Applications for Mmabatho Regional Office to: RecruitMBT25-03@dpw.gov.za
Email Applications for Polokwane Regional Office to: RecruitPLK25-04@dpw.gov.za
Email Applications for Pretoria Regional Office to: RecruitPTA25-11@dpw.gov.za

POST 39/86 : **ADMINISTRATIVE CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) (X27 POSTS)**
(12 Months Contract)

SALARY : R228 321 per annum

CENTRE : Head Office (Pretoria) Ref No: 2025/131 (X12 Posts)
Pretoria Regional Office Ref No: 2025/132 (X2 Posts)
Polokwane Regional Office Ref No: 2025/133 (X1 Posts)
Mmabatho Regional Office Ref No: 2025/134 (X2 Posts)
Bloemfontein Regional Office Ref No: 2025/135 (X1 Post)
Nelspruit Regional Office Ref No: 2025/136 (X2 Posts)
Durban Regional Office Ref No: 2025/137 (X2 Posts)
Cape Town Regional Office Ref No: 2025/138 (X2 Posts)
Mthatha Regional Office Ref No: 2025/139 (X1 Post)
Port Elizabeth Regional Office Ref No: 2025/140 (X2 Posts)

REQUIREMENTS : A minimum of Senior Certificate/Grade 12/equivalent qualification. Driver's license required. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.

DUTIES : Assist in physical verification of NDPWI assets. Perform support function to ASD and DD Physical Verification. Perform desktop planning and confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist with property information to other units. Perform physical verification of sites and condition assessment.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143

APPLICATIONS : Email Applications for Head Office (Pretoria) to: Recruitment25-67@dpw.gov.za
Email Applications for Pretoria Regional Office to: RecruitPTA25-12@dpw.gov.za
Email Applications for Polokwane Regional Office to: RecruitPLK25-05@dpw.gov.za

Email Applications for Mmabatho Regional Office to: RecruitMBT25-04@dpw.gov.za
Email Applications for Bloemfontein Regional Office to: RecruitBLOEM25-05@dpw.gov.za
Email Applications for Nelspruit Regional Office to: RecruitNEL25-04@dpw.gov.za
Email Applications for Durban Regional Office to: RecruitDBN25-08@dpw.gov.za
Email Applications for Cape Town Regional Office to: RecruitCPT25-15@dpw.gov.za
Email Applications for Mthatha Regional Office to: RecruitMTH25-04@dpw.gov.za
Email Applications for Port Elizabeth Regional Office to: RecruitPE25-07@dpw.gov.za

ANNEXURE N

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

APPLICATIONS	:	Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
CLOSING DATE	:	07 November 2025 at 16h00. Applications received after the closing date will not be considered.
NOTE	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote presentively in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp.

OTHER POST

POST 39/87	:	**LEGAL ADMIN OFFICER "REF NO: LAO"**
SALARY	:	R464 634 - R1 111 323 per annum (MR-5) in line with the OSD
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor of Law (LLB) or 4-year legal qualification as recognised by SAQA. Be admitted as an Attorney or Advocate of the Bar Council. Minimum of 8 years of appropriate post qualification legal experience. Postgraduate degree in Law and admitted as an Attorney or Advocate of the Bar Council would be considered an added advantage. Training in MS Office Packages and possess Legislative knowledge of the Framework on Litigation, Drafting of Contracts, Legislative drafting, Working knowledge of civil litigation, criminal procedure and practice, court rules. Have competencies in Communication (Verbal and Written), Trial advocacy, Analytical thinking skills, Policy analysis, Conflict resolution, Research skills and Negotiation skills.
DUTIES	:	Study and cite relevant cases on aspects related to legal Opinion and provide recommendations and conclusion within permissible legal prescripts. Conduct research on applicable policy, legislation or regulation and legal principles WRT legal Opinion and formulate questions to be answered on legal Opinion. Consult and prepare brief advising the relevant authority seeking authority to institute or defend the Departmental legal position. Verify contracts to be drafted and edited. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case and determine if the contract is legal and whether it reflects the intention of the Department. Certify the contract and verify consistency between the instruction and content of the contract and verify signed contents of the contract with that as certified. Communicate with internal and external stakeholders on legal matters to ensure compliance.
ENQUIRIES	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying i.e REF NO: LAO

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 07 November 2025

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 pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets."

OTHER POSTS

POST 39/88 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 071125/01**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R921 900 per annum, (all-inclusive OSD salary package)

CENTRE : Groblersdal

REQUIREMENTS : A Bachelor of Technology in Engineering (B-Tech) or relevant Engineering qualification. Six years post qualification Engineering Technologist experience required. Compulsory registration with Engineering Council of South African (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of Operations and Maintenance management (O&M), project management, contracts management and procurement processes (SCM). Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

DUTIES : Manage an Area Office with technical support from a team of Engineers, Technologist, technicians, artisans and Associates 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. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative, human resources and 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, security forums, MANCO and 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. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the Area office footprint, Cluster office footprint and nationally for Chief Directorate's business calls. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise.

ENQUIRIES : Mr TG Monaisa Tel No: (012) 200 9000

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 39/89 : **SENIOR SUPPLY CHAIN PRACTITIONER RER NO: 071125/02**
Branch: Finance Main Account
Dir: Asset Management

SALARY : R397 116 per annum (Level 08)

REQUIREMENTS : A relevant NQF level 6 qualification in Accounting / Financial Management, Logistics Management or Supply Chain Management. Three (3) years' experience in Asset Management environment. The disclosure of a valid unexpired driver's license. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS) & LOGIS. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

DUTIES : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Identifying and facilitating replacement assets for redundant and obsolete assets. Retiring of all losses and disposed assets in the register. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's. Perform quarterly asset count. Conduct bi–annual physical verification of movable assets and reconcile against the Asset Register. Monitoring and reviewing the allocation of assets to asset holders. Update inventory lists. Conducting investigations on unverified assets Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

ENQUIRIES : Ms A Woko, Tel No: (012) 336 8982

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 39/90 : **STATE ACCOUNTANT REF NO: 071125/03**
Branch: Finance Main
Dir: Management Accounting

SALARY : R325 101 per annum (Level 07)

CENTRE : Pretoria Head Office

REQUIREMENTS : A relevant NQF level 6 qualification in Local Government Finance, Management Accounting or Financial Accounting. One (1) to (2) two years' experience in Financial Accounting. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of administrative and clerical procedures and systems. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of learning and teaching procedures and techniques. Departmental policies and procedures. Knowledge of governmental financial systems. Planning and organizing skills.

Teamwork and good computer literacy. Problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Render BAS maintenance on the financial system. Update records on the system which include: creating, deleting and amending of BAS segment codes; updating, amending of SCOA structures; creating, deleting and amending of BAS printer paths; maintenance of user codes and access levels; assistance with monthly and yearly closure of the Basic Accounting System (BAS); workflow maintenance of regions and Head Office; maintaining of budget profiles and access; solving of user related queries and system errors; requesting of reports by Directorates, Regions, auditors and Managers; monitoring and clearing of outstanding transactions on BAS; and updating of the translation tables on PERSAL. Ensure that employees receive relevant BAS financial training and scheduling relevant courses with SITA. Attend to audit-related inquiries. Gather and submit information requested by auditors within the required time. Provide inputs on BAS policy amendments. Ensure the implementation of policies and procedures.

ENQUIRIES : Mr. R Beneke Tel No: (012) 336 7640

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 39/91 : **SECURITY OFFICER SUPERVISOR REF NO: 071125/04 (X3 POSTS)**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R228 321 per annum (Level 05)

CENTRE : Nandoni Dam

REQUIREMENTS : An NQF Level (4) or (5) (A Senior/Grade 12 Certificate or equivalent). Three (3) years' working supervisory experience in security environment. Security Certificate (A Minimum of 1 year of study). A valid Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. The disclosure of a Valid SAPS Firearms Competency Certificate (Handgun, Shotgun & Rifle for business purpose). A valid NKP certificate. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good verbal and written communication skills and Computer skills.

DUTIES : Supervise the security functions performed by contracted security (PSSP), ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, conducts preliminary investigation. Perform unannounced visits or inspections. Control and management of the shifts. Enforce access control of all the vehicles, people visiting and leaving the National Key Point areas. Ensure that the National Key Point areas are guarded and patrolled all the time. Ensure compliance with Firearm Control Act and other legislations. Ensure prohibition of unauthorised entry and removal of equipment's. Conduct searching. Responding to alarms. Conduct investigations where incidents occurred. Render supervision on personnel at National Key Point areas.

ENQUIRIES : Mr. KS Thantsha Tel No: (015) 307 8600

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 39/92 : **ADMINISTRATION CLERK REF NO: 071125/05**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

SALARY : R228 321 per annum (Level 05)

CENTRE : Uitkeer

REQUIREMENTS : A Senior/Grade 12 certificate. Have knowledge/competencies of clerical functions, Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of problem solving and analysis. A highly motivated individual with good time management and organisational skills. Excellent interpersonal

and communication skills are required to deal with people at all levels in the Department and the incumbent must have skill in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint. Have accountability and ethical conduct. Teamwork and flexibility. Communication skills, verbal and written. Client orientation and customer focus.

DUTIES : Render general clerical support services to the Director and the officials within the Directorate. Keep and maintain the incoming and outgoing registers in the Directorate. Receive and respond to queries timeously. Receive and deliver documents for the Directorate as and when required. Maintain the filing system for the Directorate. Make photocopies and receive or send facsimiles. Type letters and/or other correspondences when required. Provide supply chain management support services within the Directorate. Complete procurement forms / capture purchase requisition on SAP system for purchasing of standards office items, drums, toners, stationery, IT equipment etc. Collect and control all received standards office items, drums, toners, stationery, IT equipment. Liaise with internal and external stakeholders in relation to procurement of goods and services. Receive and verify delivered goods / services for the Directorate. Stock control of offices stationery. Keep and maintain the asset register of the Directorate. Provide support in arranging travelling and accommodation requests if or when required. Provide financial administration support services in the Directorate. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Receive, verify and process invoices for payment.

ENQUIRIES : Ms S Cannon at Tel No: (063) 500 6215

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

NOTE : Preference will be given to candidates from the geographical area

POST 39/93 : **ADMINISTRATION CLERK REF NO: 071125/06**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

SALARY : R228 321 per annum (Level 05)

CENTRE : Uitkeer

REQUIREMENTS : A Senior/Grade 12 certificate. Have knowledge/competencies of clerical functions, Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of problem solving and analysis. A highly motivated individual with good time management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have skill in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint. Have accountability and ethical conduct. Teamwork and flexibility. Communication skills, verbal and written. Client orientation and customer focus.

DUTIES : Render general clerical support services to the Scheme Manager and the officials within the Directorate. Keep and maintain the incoming and outgoing registers in the Directorate. Receive and respond to queries timeously. Transport: Accident and inspections of subsidised and vehicles. Report of all accidents by user and completion of accident reports from user filed. Check correctness of accident reports from users. Investigate accidents and prepare report based on findings. Reporting of accidents to Service Providers and SAPS to obtain reference and case numbers. Complete relevant documents to for monthly rental of fleet vehicles through a travel agent. Ensure approval to repair in writing for all accident damaged vehicles. Administer an inspection programme in line with the transport policy. Receive and inspect vehicles from service providers. Report on subsidised transport and conduct Inspections as per established programme. Transport: Administration of long-term, short-term vehicles. Prepare trip authority and ensure that it is signed by relevant officials. Issued fuel card and complete form to be signed by relevant officials. Transport: Log-sheet and trip authorities-subsidised, Service Provider of long-term, short-term vehicles. Obtain Kilometres readings from users/driver. Receive log-sheet and trip authorities, fuel slip etc. Compare approved trip authorisation and itinerary with log-sheet. Check correctness of logs and submit to be Signed off by Supervisor. Transport; Monthly Reporting. Compile monthly reports based on vehicle usage, compliance to approvals and fuel usage in relation to kilometres travelled. Ensure proper filing systems in place for all transport related documentation. Provide financial administration support.

ENQUIRIES	:	Ms S Cannon, Tel No: (063) 500 6215
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
NOTE	:	Preference will be given to candidates from the geographical area
POST 39/94	:	**GENERAL WORKER REF NO: 071125/07** Branch: Infrastructure Management: Southern Operations Dir: Southern Operations
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Breede/Gouritz (Western Cape - Worcester)
REQUIREMENTS	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Experience in performing manual work will serve an added advantage. Knowledge and Competencies: Basic knowledge of the following is essential: General work in handling equipment and appliances. Various general work, including lawn care processes. Pruning and trimming processes and techniques. Chemical use (dilution/mix) and chemical product knowledge. Daily maintenance procedures for efficient machine/equipment performance. Supporting water utilisation and water resource strategy. Health and safety procedures. Garden maintenance and planting practices. A basic understanding of Government legislation. Must be able and willing to work in or near rivers, dams, canals and confined spaces.
DUTIES	:	Perform general assistant work. This includes but is not limited to: Loading and off-loading furniture, equipment, and other goods to their relevant destinations. Cleaning government vehicles, machinery, and equipment. Cleaning the relevant workstations and ensuring working areas are clean. Cleaning lawns and pruning trees where necessary. Clean and maintain grounds, canals etc. Repair tools and structures such as building, fences, around canals dam areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or atomic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters, and other ground features. Maintain existing grounds / gardens by caring for sod, plants, and trees. Rake and mulch leaves irrigate plants and lawns. Sweep walkways, grounds, and clean buildings by sweeping and washing floors. Perform labouring duties to support maintenance, repair and construction of public infrastructure. Assisting with cleaning and repairing water supply systems like canals, drains, dams, and pipelines.
ENQUIRIES	:	Ms. Mthenjana at Tel No: (071) 861 8066
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
NOTE	:	Preference will be given to candidates from the geographical area
POST 39/95	:	**GENERAL WORKER REF NO: 071125/08 (X4 POSTS)** Branch: Infrastructure Management: Southern Operations Dir: Southern Operations
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Uitkeer
REQUIREMENTS	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic understanding of Government legislation.
DUTIES	:	Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations. Cutting of grass and cleaning pavements. Cutting and stockpiling of trees
ENQUIRIES	:	Mr S Cannon at Tel No: (063) 500 6215
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
NOTE	:	Preference will be given to candidates from the geographical area

POST 39/96	:	**GENERAL WORKER REF NO: 071125/09 (X15 POSTS)** Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Groblersdal: (Mechanical Maintenance) (X5 Posts) (Electrical Maintenance) (X3 Posts) (Civil Maintenance) (X7 Posts)
REQUIREMENTS	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Preference will be given to candidates who can demonstrate relevant work experience in a similar environment. Knowledge of working on various general work including lawn care process, vegetation clearance, and general grounds maintenance. Basic knowledge of maintenance practices for the efficient and safe upkeep of government water infrastructure and associated facilities. Basic disciplinary knowledge in Occupational Health and Safety procedures. Basic understanding of government legislation and policy implementation. Expected to do practical during interviews.
DUTIES	:	Provide general assistance to artisans and technicians in carrying out maintenance and operational tasks. Perform Loading and off-loading of equipment and any other items as directed by supervisor. Carry out general maintenance activities including fencing, weed control, gardening, painting, maintenance of fire breaks and herbicide application. Conduct general routine inspections. Perform maintenance tasks on government water infrastructure and related facilities. Report faults, defects, and safety hazards to supervisors promptly. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.
ENQUIRIES	:	Mr. ST Ngcobo Tel No: (013) 262 6839
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 39/97	:	**GENERAL WORKER (X46 POSTS)** Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Nwanedi/Luphephe Ref No: 071125/10 (X4 Posts) Mutshedzi Ref No: 071125/11 (X3 Posts) Nzhelele Canals Ref No: 071125/12 (X5 Posts) Nzhelele Dam Ref No: 071125/13 (X1 Post) Nandoni Dam Ref No: 071125/14 (X6 Posts) Letaba System Ref No: 071125/15 (X7 Posts) Sterkrivier Canal Ref No: 071125/16 (X13 Posts) Roodeplaat Dam Ref No: 071125/17 (X7 Posts)
REQUIREMENTS	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Preference will be given to candidates who can demonstrate relevant work experience in a similar environment. Knowledge of general worker in handling gardening equipment and appliances. Knowledge of working on various general work including lawn care process. Basic knowledge of maintenance practices for the efficient and safe upkeep of government water infrastructure and associated facilities.
DUTIES	:	Carry out general maintenance activities including weed control, gardening, painting, maintenance of fire breaks and herbicide application. Conduct general routine inspections on Departmental infrastructure. Perform maintenance tasks on government water infrastructure and related facilities such as canals, pipelines, dams, servitudes, terrain and buildings. Report faults, defects, and safety hazards to supervisors promptly. Load and off load equipment. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.
ENQUIRIES	:	Mr. KS Thantsha Tel No: (015) 307 8600 (Nwanedi/Luphepe, Mutshedzi, Nzhelele Dam, Nzhele Canals, Nandoni Dam, Letaba canal system and Sterkrivier canal) Mr A Naicker at Tel No: (087) 943 3719 (Roodeplaat Dam)
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 39/98	:	**GROUNDSMAN REF NO: 071125/18** Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Voelvlei Scheme (Western Cape)
REQUIREMENTS	:	An ABET Certificate or relevant qualification. Zero - one (1) year working experience. Added years of experience in performing manual work will be an added advantage. The following knowledge and competencies are required: Knowledge of working on various general work and handling equipment and appliances. Knowledge of gardening equipment including lawn care process and competencies are required (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 utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Good communication skills and the ability to work in a team. Must be able to work in or near rivers, dams, and canals, and in confined spaces. Must be able and willing to assist other schemes and maintenance teams when needed. Must be punctual, productive, and loyal.
DUTIES	:	The successful candidate will be responsible for the following Key Performance Areas: Clean and maintain grounds and repair tools and structures such as buildings, fences, and benches using hand and power tools. Mix, spray, or spread fertilisers, herbicides, or insecticides onto grass, shrubs, and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, and other grounds features. Maintain existing grounds/gardens by caring for sod, plants, and trees. Rake and mulch leaves and irrigate plants and lawns. Sweep parking lots, walkways, and grounds; clean buildings by sweeping, washing floors, and cleaning windows. Perform routine maintenance on equipment, repair minor damages, and refer major repairs to service providers. Maintain accurate records, such as job cards and equipment repair logs. Conduct inspections and report defects, such as cracks in structures, holes in embankments, and stagnant water.
ENQUIRIES	:	Ms MA Lepota at Tel No: 071 861 5581
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
NOTE	:	Preference will be given to candidates from the geographical area.