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

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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

ANNEXURE O

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.

ANNEXURE P

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Recruitment@dedea.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. NO Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

CLOSING DATE : 07 November 2025

NOTE : Applications must be submitted on a duly completed new Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of their qualifications and other relevant documents with their application, but must submit a fully completed, signed Z83 form and a detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83, instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of their qualifications and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). In addition, Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event that the candidate has already been appointed. The Recruiting Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. The department's objective is to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and achieve equitable representation across all races and genders. In filling these posts, gender equity and people living with disability will be highly considered. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts prior appointment and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of 12 months. The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 39/99 : **ASSISTANT DIRECTOR: COMPLIANCE AND RISK MANAGEMENT REF NO: DEDEAT/2025/10/01**

SALARY : R468 459 – R551 823 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate plus a National Diploma/ B Degree/ (NQF L6/7), preferably B Degree (NQF 7) in Risk Management /or a relevant equivalent

		qualification. 3 years' relevant experience at supervisory level or salary level 7/8. The following skills, knowledge, and attributes are required: Investigations, Policy Development, Application of Relevant Legislative Procedures, and Fraud and Corruption Prevention. Problem Analysis, Influence, Communication, Interpersonal Relations and Networking, Time Management, Planning and Organising, Report Writing. A valid driver's licence is required.
DUTIES	:	Provide technical support with the development and maintenance of DEDEAT's Risk Management Governance Structure, framework, policies and instruments. Implement DEDEAT's enterprise-wide risk management framework. Supervise administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.
NOTE	:	Employment Equity target: Coloured Male/PWD
POST 39/100	:	**LEGAL ADMIN OFFICER – GRADE 5 REF NO: DEDEAT/2025/10/02**
SALARY	:	R464 634 – R1 111 323 per annum (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate plus an LLB Degree (NQF L7) or equivalent qualification. At least 8 years' appropriate post-qualification legal experience. Admission as an Attorney / Advocate will be an added advantage. The following skills, knowledge, and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills, good writing, and communication skills. A valid driver's licence is required.
DUTIES	:	Provide legal, legal drafting and compliance advisory services. Coordinate the provisioning of litigation, appeal, contract development and specialised environmental law advisory and support services. Manage allocated resources and ensure compliance with governance and planning frameworks. Perform and manage administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at Tel No: 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.
NOTE	:	Employment Equity Target: White Female/PWD
POST 39/101	:	**CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE REF NO: DEDEAT/2025/10/03**
SALARY	:	R612 480 – R700 620 per annum, (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
CENTRE	:	Bhisho
REQUIREMENTS	:	Relevant Honours Degree (NQF Level 8) as recognised by SAQA in Natural Sciences, Environmental Management, Nature Conservation, Environmental Law, Climate Change, or Renewable Energy Studies. A minimum of 6 years' post-qualification experience in the climate change environment or related field. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks (National Environmental Management Act, Climate Change Act, NEMBA, Public Service Act, Public Service Regulations, PFMA and Treasury Regulations), Policy development processes and implementation, and Climate change mitigation and adaptation issues, including South Africa's Greenhouse Gas (GHG) emission profile, Just Transition policy priorities, and energy transition frameworks. Skills and competencies: Well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy. Added advantage: Experience in integrating climate change considerations into municipal planning and development frameworks.
DUTIES	:	Provide and coordinate integrated climate change management planning and development practices. Develop and maintain integrated climate change management policy, legislation and regulations. Coordinate the implementation of climate change management-related policies and regulations, monitor, evaluate and report on the impact thereof. Develop and

		maintain an integrated climate change information management system. Perform and manage administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.
NOTE	:	Employment Equity Target: Coloured Male / Persons with Disability.
POST 39/102	:	**ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COMPLIANCE & ENFORCEMENT (X6 POSTS)**
SALARY	:	R498 816 – R690 237 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Alfred Nzo Region Ref No: DEDEAT/2025/10/04 Chris Hani Region Ref No: DEDEAT/2025/10/05 (Re-advertisement) Joe Gqabi Region Ref No: DEDEAT/2025/10/06 O.R Tambo Region Ref No: DEDEAT/2025/10/07 (X2 Posts) Sarah Baartman Region Ref No: DEDEAT/2025/10/08
REQUIREMENTS	:	National Senior Certificate plus a Relevant Honours Degree (NQF 8) in Natural Sciences or relevant qualification. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: NEMA and all its subsidiary acts. Natural Scientific Professions Act, Public Service Act, Computer literacy and skills; Good writing and communication skills; Knowledge of Public Service Regulations. A valid driver's licence is required.
DUTIES	:	Provide environmental enforcement services. Conduct enforcement promotion awareness processes in the district. Perform and manage administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.
NOTE	:	Employment Equity target: Alfred Nzo Region: Coloured Male/PWD Employment Equity target: Chris Hani Region: Indian Male/Coloured Male/PWD Employment Equity target: Joe Gqabi Region: White Female/PWD Employment Equity target: O.R Tambo Region: Coloured Male/ Coloured Female/PWD Employment Equity target: Sarah Baartman Region: Coloured Female/PWD
POST 39/103	:	**ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENVIRONMENTAL EMPOWEREMENT SERVICES REF NO: DEDEAT/2025/10/09**
SALARY	:	R498 816 – R690 237 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Chris Hani Region
REQUIREMENTS	:	National Senior Certificate plus a Relevant Honours Degree (NQF 8) in Environmental Management / Natural Sciences/ Nature Conservation/ Environmental Law and or /related qualification. Experience as per OSD requirements; however, 1- 2 years' experience will be an added advantage. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good writing and communication skills.
DUTIES	:	Participate in the implementation of environmental education programs to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc.). Implement environmental capacity-building programs for the general public and relevant stakeholders. Promote and implement environmental awareness programs. Perform and manage administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.
NOTE	:	Employment Equity Target: African Male

POST 39/104	:	**ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: BIODIVERSITY REF NO: DEDEAT/2025/10/10**
SALARY	:	R498 816 – R690 237 per annum. Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Chris Hani Region
REQUIREMENTS	:	National Senior Certificate plus a Relevant Honours Degree (NQF L8) in Environmental Management / Natural Sciences and or /related qualification. Experience as per OSD requirements; however, 1-2 years' experience will be an added advantage. A valid driver's licence is required. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good writing and communication skills.
DUTIES	:	Provide specialised technical support and input with the development, maintenance and implementation of the district's biodiversity management plan. Provide specialised technical advisory services to ensure institutional and development compliance with coastal management legislation. Evaluate complex biodiversity and Coastal Zone authorisation applications and supervise compliance adjudication processes. Provide specialised technical and procedural biodiversity and Coastal Zone advisory services within the area of operation. Perform administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.
NOTE	:	Employment Equity Target: Coloured Male
POST 39/105	:	**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: BIODIVERSITY (X5 POSTS)**
SALARY	:	R343 842 – R380 145 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	OR Tambo Region Ref No: DEDEAT/2025/10/11 Sarah Baartman Region Ref No: DEDEAT/2025/10/12 (X2 Posts) Chris Hani Region Ref No: DEDEAT/2025/10/13 (X2 Posts)
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community-Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence is required.
DUTIES	:	Provide technical assistance with the development and implementation of the district's biodiversity management plan in line with provincial policy, norms, and standard imperatives. Evaluate biodiversity authorisation applications and conduct compliance adjudication processes. Provide technical and procedural biodiversity advisory services within the area of operation. Perform and manage administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.
NOTE	:	Employment Equity target: O.R. Tambo: African Female/PWD Employment Equity target: Chris Hani: White Female/PWD Employment Equity target: Sarah Baartman: African Male, Coloured Male/PWD
POST 39/106	:	**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COASTAL ZONE MANAGEMENT REF NO: DEDEAT/2025/10/14**
SALARY	:	R343 842 – R380 145 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Alfred Nzo Region
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences. No experience as per OSD

requirements; however, 1-2 years' relevant experience will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community-Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). A valid driver's licence is required.

DUTIES : Provide technical support and advisory services to ensure institutional and development compliance with coastal management legislation, norms and standards. Evaluate coastal authorisation applications and perform compliance adjudication processes. Provide technical and procedural coastal management and utilisation advisory services within the area of operation. Implement Special Programs. Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383
For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.

NOTE : Employment Equity target: African Male/PWD

POST 39/107 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE REF NO: DEDEAT/2025/10/15 (X2 POSTS)**

SALARY : R343 842 – R380 145 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate plus a relevant national diploma (NQF level 6) or equivalent qualification in Natural Sciences/Environmental Management/Nature Conservation/Environmental Law/Climate Change or Renewable Energy Studies. No experience is required as per OSD provisions; however, 1–2 years' relevant experience in a climate change or related field will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of Environmental legislation (National Environmental Management Act, Climate Change Act, NEMBA, Environmental Impact Assessment Regulations, etc.), Public sector frameworks (Public Service Act, Public Service Regulations, PFMA). Skills and competencies: Sound communication, reporting and coordination skills, with good writing ability. Computer literacy. A valid driver's licence is required.

DUTIES : Provide technical support with the coordination of integrated climate change management planning and development practices. Provide technical support with the development and maintenance of integrated climate change management policy, legislation and regulations. Provide technical support with the implementation of climate change management-related policies and regulations, monitor, evaluate and report on the impact thereof. Technically support the development and maintenance of an integrated climate change information management system. Perform and manage administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383
For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.

NOTE : Employment Equity target: White Male, African Male/PWD

POST 39/108 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES (X3 POSTS)**

SALARY : R343 842 – R380 145 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)

CENTRE : Chris Hani Region Ref No: DEDEAT/2025/10/16 (X2 Posts)
Joe Gqabi Region Ref No: DEDEAT/2025/10/17

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation and/or any relevant qualification No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental

Management Act, NEM Protected Areas Act). A valid driver's licence is required.

DUTIES : Implement environmental empowerment programmes to facilitate the integration of environmental education into formal education structures (schools, institutions of higher learning, etc.) Identify and implement environmental capacity-building programs for the general public and relevant stakeholders. Promote and implement environmental awareness programmes Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383
For e-Recruitment Enquiries: recruitment@dedea.gov.za/ for attention Mr. O. Desi/ Mr. P. Makhele.

NOTE : Employment Equity target: Chris Hani African Female/PWD
Employment Equity target: Joe Gqabi African Male/PWD

DEPARTMENT OF HEALTH

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The system is available 24/7 throughout, and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: RecruitmentHeadOffice@echealth.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

CLOSING DATE : 07 November 2025

OTHER POSTS

POST 39/109 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/ANZO/S16/01/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Alfred Nzo District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/110 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/AMA/S16/02/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Amathole District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council

(SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/111 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/BCM/S16/03/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Buffalo City Metro District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/112 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/CH/S16/04/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Chris Hani District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs

initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Mr L Solomane Tel No: (045) 8071110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/113 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/JGQ/S16/05/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Joe Gqabi District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.
ENQUIRIES : Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/114 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/NMM/S16/06/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Nelson Mandela Metro District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyse HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES	:	Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za
POST 39/115	:	**CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/ORT/S16/07/10/2025 (X4 POSTS)** (5 months contract)
SALARY	:	Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE	:	OR Tambo District
REQUIREMENTS	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
DUTIES	:	Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.
ENQUIRIES	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za
POST 39/116	:	**CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/SB/S16/08/10/2025 (X3 POSTS)** (5 months contract)
SALARY	:	Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE	:	Sarah Baartman District
REQUIREMENTS	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
DUTIES	:	Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.
ENQUIRIES	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za
POST 39/117	:	**PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/ANZO/S16/09/10/2025 (X18 POSTS)** (5 months contract)
SALARY	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD)

Grade 3: R476 367 - R610 662 per annum, (OSD)

CENTRE : Alfred Nzo District

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required, **Grade 2**: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/118 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/AMA/S16/10/10/2025 (X19 POSTS)**
(5 months contract)

SALARY : Grade 1: R324 384 - R382 107 per annum, (OSD)
Grade 2: R396 132 - R466 623 per annum, (OSD)
Grade 3: R476 367 - R610 662 per annum, (OSD)

CENTRE : Amathole District

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/119 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/BCM/S16/11/10/2025 (X18 POSTS)**

SALARY : Grade 1: R324 384 - R382 107 per annum, (OSD)
Grade 2: R396 132 - R466 623 per annum, (OSD)

Grade 3: R476 367 - R610 662 per annum, (OSD)

CENTRE : Buffalo City Metro

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/120 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/CH/S16/12/10/2025 (X19 POSTS)**
(5 months contract)

SALARY : Grade 1: R324 384 - R382 107 per annum, (OSD)
Grade 2: R396 132 - R466 623 per annum, (OSD)
Grade 3: R476 367 - R610 662 per annum, (OSD)

CENTRE : Chris Hani District

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required, **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Mr L Solomane Tel No: (045) 807 1110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/121 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/JGQ/S16/13/10/2025 (X18 POSTS)**
(5 months contract)

SALARY : Grade 1: R324 384 - R382 107 per annum, (OSD)

Grade 2: R396 132 - R466 623 per annum, (OSD)
Grade 3: R476 367 - R610 662 per annum, (OSD)

CENTRE : Joe Gqabi District

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required, **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/122 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/NMM/S16/14/10/2025 (X18 POSTS)**
(5 months contract)

SALARY : Grade 1: R324 384 - R382 107 per annum, (OSD)
Grade 2: R396 132 - R466 623 per annum, (OSD)
Grade 3: R476 367 - R610 662 per annum, (OSD)

CENTRE : Nelson Mandela Metro

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required**, Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/123	:	**PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/ORT/S16/15/10/2025 (X19 POSTS)** (5 months contract)
SALARY	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
CENTRE	:	OR Tambo District
REQUIREMENTS	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required, **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
ENQUIRIES	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za
POST 39/124	:	**PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/SB/S16/16/10/2025 (X19 POSTS)** (5 months contract)
SALARY	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
CENTRE	:	Sarah Baartman District
REQUIREMENTS	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required, **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
ENQUIRIES	:	Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/125 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/ANZO/S16/17/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Alfred Nzo District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.
ENQUIRIES : Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/126 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/AMA/S16/18/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Amathole District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data

quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

ENQUIRIES : Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/127 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/BCM/S16/19/10/2025 (X2 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Buffalo City Metro
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.
ENQUIRIES : Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/128 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/CH/S16/20/10/2025 (X2 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Chris Hani District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs.

Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

ENQUIRIES : Mr L Solomane Tel No: (045) 807 1110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/129 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/JGQ/S16/21/10/2025 (X2 POSTS)**
5 months contract

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.
ENQUIRIES : Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/130 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/NMM/S16/22/10/2025 (X2 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel.

Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

ENQUIRIES : Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/131 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/ORT/S16/23/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : OR Tambo District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/132 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/SB/S16/24/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Sarah Baartman District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

ENQUIRIES : Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/133 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/ANZO/S16/25/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Alfred Nzo District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/134 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/AMA/S16/26/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Amathole District

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/135 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/BCM/S16/27/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Buffalo City Metro District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/136 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/CH/S16/28/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Chris Hani District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
ENQUIRIES : Mr L Solomane Tel No: (045) 807 1110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/137 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/JGQ/S16/29/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1-2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology

Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/138 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/NMM/S16/30/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Nelson Mandela Metro District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/139 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/ORT/S16/31/10/2025 (X5 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : OR Tambo District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1-2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve

problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/140 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/SB/S16/32/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Sarah Baartman District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1-2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/141 : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/ANZO/S16/33/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD)
Grade 2: R262 287 - R298 932 per annum, (OSD)
Grade 3: R306 798 – R382 107 per annum, (OSD)

CENTRE : Alfred Nzo District

REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1**: No experience required. **Grade 2**: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/142 : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/AMA/S16/34/10/2025 (X5 POSTS)**
(5 months contract)

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD)
Grade 2: R262 287 - R298 932 per annum, (OSD)
Grade 3: R306 798 – R382 107 per annum, (OSD)

CENTRE : Amathole District

REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1**: No experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/143 : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/BCM/S16/35/10/2025 (X5 POSTS)**
(5 months contract)

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD)
Grade 2: R262 287 - R298 932 per annum, (OSD)
Grade 3: R306 798 – R382 107 per annum, (OSD)

CENTRE : Buffalo City Metro

REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1**: No experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Nursing after

registration as a Staff Nurse. **Grade 3**: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms N Jaceni Tel No: (043) 743 3006/057 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/144 : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/CH/S16/36/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD)
Grade 2: R262 287 - R298 932 per annum, (OSD)
Grade 3: R306 798 – R382 107 per annum, (OSD)

CENTRE : Chris Hani District

REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2**: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3**: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Mr L Solomane Tel No: (045) 8071110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/145 : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/JGQ/S16/37/10/2025 (X5 POSTS)**
(5 months contract)

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD)
Grade 2: R262 287 - R298 932 per annum, (OSD)
Grade 3: R306 798 – R382 107 per annum, (OSD)

CENTRE : Joe Gqabi District

REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1**: No experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
ENQUIRIES	:	Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za
POST 39/146	:	**STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/NMM/S16/38/10/2025 (X5 POSTS)** (5 months contract)
SALARY	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
CENTRE	:	Nelson Mandela Metro
REQUIREMENTS	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1**: No experience required. **Grade 2**: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3**: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
DUTIES	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
ENQUIRIES	:	Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za
POST 39/147	:	**STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/ORT/S16/39/10/2025 (X5 POSTS)** (5 months contract)
SALARY	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
CENTRE	:	OR Tambo District
REQUIREMENTS	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1**: No experience required. **Grade 2**: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3**: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
DUTIES	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well

		defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
ENQUIRIES	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za
POST 39/148	:	**STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/SB/S16/40/10/2025 (X5 POSTS)** (5 months contract)
SALARY	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
CENTRE	:	Sarah Baartman District
REQUIREMENTS	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1**: No experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3**: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
DUTIES	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
ENQUIRIES	:	Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za
POST 39/149	:	**DATA CAPTURER REF NO: ECHEALTH/DC/ANZO/S16/41/10/2025 (X30 POSTS)** (5 months contract)
SALARY	:	R193 359 – R227 766 per annum (Level 04)
CENTRE	:	Alfred Nzo District
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update

and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/150 : **DATA CAPTURER REF NO: ECHEALTH/DC/AMA/S16/42/10/2025 (X30 POSTS)**
(5 months contract)

SALARY : R193 359 – R227 766 per annum (Level 04)
CENTRE : Amathole District
REQUIREMENTS : National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/151 : **DATA CAPTURER REF NO: ECHEALTH/DC/BCM/S16/43/10/2025 (X30 POSTS)**
(5 months contract)

SALARY : R193 359 – R227 766 per annum (Level 04)
CENTRE : Buffalo City Metro District
REQUIREMENTS : National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/152 : **DATA CAPTURER REF NO: ECHEALTH/DC/CH/S16/44/10/2025 (X30 POSTS)**
(5 months contract)

SALARY : R193 359 – R227 766 per annum (Level 04)
CENTRE : Chris Hani District
REQUIREMENTS : National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on

computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr L Solomane Tel No: (045) 8071110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/153 : **DATA CAPTURER REF NO: ECHEALTH/DC/JGQ/S16/45/10/2025 (X29 POSTS)**
(5 months contract)

SALARY : R193 359 – R227 766 per annum (Level 04)
CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/154 : **DATA CAPTURER REF NO: ECHEALTH/DC/NMM/S16/46/10/2025 (X30 POSTS)**
(5 months contract)

SALARY : R193 359 – R 227 766 per annum (Level 04)
CENTRE : Nelson Mandela Metro District
REQUIREMENTS : National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/155 : **DATA CAPTURER REF NO: ECHEALTH/DC/ORT/S16/47/10/2025 (X30 POSTS)**
(5 months contract)

SALARY : R193 359 – R227 766 per annum (Level 04)
CENTRE : OR Tambo District
REQUIREMENTS : National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register

and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/156 : **DATA CAPTURER REF NO: ECHEALTH/DC/SB/S16/48/10/2025 (X30 POSTS)**
(5 months contract)

SALARY : R193 359 – R227 766 per annum (Level 04)
CENTRE : Sarah Baartman District
REQUIREMENTS : National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/157 : **CHAIRMANSHIP / CHAIRPERSON REF NO: ECHEALTH/ECCC/CHP/02/10/2025**

SALARY : The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.
CENTRE : Nelson Mandela Metro, Eastern Cape College of Emergency Care
REQUIREMENTS : An independent non-executive of the college and be free from conflicts of interest. A sound understanding of the higher education environment and experience in higher education/institution of higher learning activities ensuring availability of functional college council committees; Broad understanding of financial management, good governance as per King IV report and ability to support the college in ensuring availability of adequate resources including finances; A visionary and open-minded on critical matters of an academic institution, Excellent leadership, communication, negotiation and interpersonal skills and demonstrable ability to exercise fiduciary responsibilities without any self-interest; Ability to account to stakeholders for college performance. Commitment to the institution and its well-being with solid grasp of strategic and other forms of institutional planning; Understanding of the funding environment of higher education institution; Ability to analyse and interpret budgets and financial statements; Ability to re-prioritise institutional goals and targets in light of changed circumstances; Understanding of the audit and risk context within which higher education institutions function; Grasp of the legislative and regulatory environment and general legal processes within which higher education institutions operate; Sound understanding of human resource systems and processes; Understanding of the role IT plays in all institutional facets; Experience in multiple project management; Ability to interpret changing social situations impacting on the institution; Clear understanding of the distinction between governance and management in large.
DUTIES : Provide good governance and leadership to the college community. Prepares the agenda with the Principal and Registrar: Administration. Chairs the meeting and ensures proceedings run smoothly. Ensure meetings are properly organised and quorum is met. Ensure there is full and balanced participation of members in meeting. Facilitates voting on motions at the meetings. Ensure

resolutions of council are implemented and all council meetings are properly attended.

ENQUIRIES : Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khayalethu.Plaatjie@echealth.gov.za

APPLICATIONS : Applications to be sent to the following email addresses: Khayalethu.Plaatjie@echealth.gov.za

NOTE : Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.

CLOSING DATE : 07 November 2025

POST 39/158 : **COMMUNITY REPRESENTATIVE (LEGAL) REF NO: ECHEALTH/ECCC/CHP/02/10/2025**

SALARY : The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.

CENTRE : Nelson Mandela Metro, Eastern Cape College of Emergency Care

REQUIREMENTS : An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.

DUTIES : Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.

ENQUIRIES Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khayalethu.Plaatjie@echealth.gov.za

APPLICATIONS : Applications to be sent to the following email addresses: Khayalethu.Plaatjie@echealth.gov.za

NOTE : Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.

CLOSING DATE : 07 November 2025

POST 39/159 : **COMMUNITY REPRESENTATIVE (FINANCE) REF NO: ECHEALTH/ECCC/FIN/02/10/2025**

SALARY : The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.

CENTRE : Nelson Mandela Metro, Eastern Cape College of Emergency Care

REQUIREMENTS : An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.

DUTIES : Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.

ENQUIRIES : Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khayalethu.Plaatjie@echealth.gov.za

APPLICATIONS : Applications to be sent to the following email addresses: Khayalethu.Plaatjie@echealth.gov.za

NOTE : Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.

CLOSING DATE : 07 November 2025

POST 39/160 : **COMMUNITY REPRESENTATIVE (AUDITING) REF NO: ECHEALTH/ECCC/ADT/02/10/2025**

SALARY : The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.

CENTRE : Nelson Mandela Metro, Eastern Cape College of Emergency Care

REQUIREMENTS : An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the

		council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.
DUTIES	:	Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.
ENQUIRIES	:	Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khayalethu.Plaatjie@echealth.gov.za
APPLICATIONS	:	Applications to be sent to the following email addresses: Khayalethu.Plaatjie@echealth.gov.za
NOTE	:	Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.
CLOSING DATE	:	07 November 2025
POST 39/161	:	**COMMUNITY REPRESENTATIVE (HUMAN RESOURCE) REF NO: ECHEALTH/ECCC/HR/02/10/2025**
SALARY	:	The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.
CENTRE	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
REQUIREMENTS	:	An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.
DUTIES	:	Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.
ENQUIRIES	:	Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khayalethu.Plaatjie@echealth.gov.za
APPLICATIONS	:	Applications to be sent to the following email addresses: Khayalethu.Plaatjie@echealth.gov.za
NOTE	:	Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel

Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.

CLOSING DATE : 07 November 2025

POST 39/162 : **COMMUNITY REPRESENTATIVE (POLICY DEVELOPMENT AND TRANSFORMATION) REF NO: ECHEALTH/ECCC/PDT/02/10/2025**

SALARY : The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.

CENTRE : Nelson Mandela Metro, Eastern Cape College of Emergency Care

REQUIREMENTS : An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.

DUTIES : Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.

ENQUIRIES : Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khayalethu.Plaatjie@echealth.gov.za

APPLICATIONS : Applications to be sent to the following email addresses: Khayalethu.Plaatjie@echealth.gov.za

NOTE : Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.

CLOSING DATE : 07 November 2025

PROVINCIAL TREASURY

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitmentenquiries@ectreasury.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

CLOSING DATE : 07 November 2025

NOTE : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme (the SMS pre-entry certificate is not a Requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must fully populate information on the E-Recruitment system and submit a fully completed and signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the E-Recruitment system is currently not signable; so, applicants who submitted applications via the E-Recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POST

POST 39/163 : **AUDIT COMMITTEE (AC) MEMBER: INFORMATION TECHNOLOGY SPECIALIST REF NO: PT 01/10/2025**
The Eastern Cape Provincial Treasury calls on all independent, suitably qualified and interested person to serve as member of its Audit Committee for a period of three (3) years.

SALARY : Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 - Framework for Appointment and remuneration of Audit Committee Members.

CENTRE : Provincial Office (Bhisho)

REQUIREMENTS : Member must be independent and be knowledgeable of the status of the position with relevant experience with specific focus on the Information Technology background. Demonstrate experience in participating in governance structures, ability to dedicate time to the activities of the Audit Committee. Analytical reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which the government operates in the public sector. Knowledge and understanding of social and infrastructure environments in the public sector. Minimum requirements include a tertiary qualification in Information Technology with at least 5-10 years' experience at a senior level in the public or private sector. Be a member of a recognised professional body. Member must not be employed by the public sector.

DUTIES : The Audit Committee is an advisory committee that assist the department in fulfilling its oversight responsibilities with regards to Internal Controls, Risk Management and Governance. The oversight statutory roles of the audit committee are in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. The Audit committee will be required to conduct its duties in accordance with an approved Audit Committee Charter. Help to strengthen objectivity and credibility of financial and non-financial reporting including Information Technology. Monitor the performance of the Internal Audit Unit. Monitor management's responses to reported weaknesses, control deficiencies and make recommendations for improvement. Review compliance with legal and regulatory provisions. Additional: To ensure the correct level of focus, and to increase opportunities for diversity, the number of memberships held by the member will be reviewed by the department periodically. All applications are welcome. However, in making appointments the department may give preference based on local candidates or equity target groups based on the Employment Equity Plan of the Department; The Audit Committee member will be subject to compulsory vetting procedures. The Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC). The Department will hold a minimum of four (4) Audit Committee meetings per financial year. Candidates may apply personally in writing. Audit committee packs are distributed electronically and provided in soft copy only; Audit committee and other departmental meetings may be held via virtual conference platforms. The Audit Committee is required to have access to a secure internet connection, their own device for navigating the audit committee pack and sufficient computer expertise to navigate these documents and conference platforms with limited assistance. Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No. 6 of 2014/15 - Framework for Appointment and Remuneration of Audit Committee Members. The Audit Committee members are expected to provide their own working tools and have own processes to embark on Continuous Professional Development to provide sound advice to the department.

ENQUIRIES : Ms U. Madia at 083 728 9848 / Email: uzukhanye.madia@ectreasury.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Applicants must strictly apply using only the provincial e-Recruitment system which is available on www.ecprov.gov.za, or https://www.ecprov.gov.za or https://erecruitment.ecotp.gov.za/. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to recruitment@ecdsd.gov.za. (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and

08:00-16:00 on Fri). Should you submit your applications/ CV to: recruitment@ecdsd.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

CLOSING DATE : 07 November 2025

NOTE : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to.

OTHER POSTS

POST 39/164 : **DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO: DSD 01/10/2025**

SALARY : R896 436 – R1 055 958 annum (Level 11), all-inclusive remuneration package

CENTRE : Provincial Office, Bisho

REQUIREMENTS : A Senior Certificate plus a three-year qualification (NQF Level 6/7) in Commerce, Law or a related field. 3-5 years related contracts management experience of which 3 must be at an Assistant Director Level (SL 9). A driver's license is a prerequisite. Competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment: Change Management. Public Service Regulatory Framework. Policy formulation process within the Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Monitoring and evaluation methods, tools, and techniques. Statistical and data analysis. Policy analysis and research. Analytical Thinker, Report writing, and Presentation. The understanding of Financial Statements will serve as an advantage.

DUTIES : Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. (f).

Maintain proper relationships with suppliers within the code of ethics to ensure the delivery of goods/services. Manage the coordination, review and monitoring of contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Compile and submit all required administrative reports.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5042/59
APPLICATIONS : e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

POST 39/165 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DSD 02/10/2025**

SALARY : R896 436 – R1 055 958 annum (Level 11), all-inclusive remuneration package
CENTRE : Provincial Office, Bisho
REQUIREMENTS : A recognised three-year qualification (NQF Level 6/7) in Risk Management, Forensic Auditing, Accounting, Business Administration, Law, or any relevant/equivalent qualification. A minimum of 3-5 years' relevant risk management experience, of which 3 years must be at Assistant Director level in a risk management environment. A valid driver's license. Competencies: The ideal candidate must demonstrate in-depth knowledge of risk management principles, methodologies, frameworks and standards such as ISO 31000, COSO ERM, PFMA, Treasury Regulations, King IV principles of corporate governance, as well as public sector risk management guidelines. The role requires strong skills in strategic planning, risk assessment and mitigation, policy development, report writing, analytical thinking, problem-solving, project management, effective communication (both verbal and written), facilitation, and stakeholder engagement. The successful candidate must also display proven leadership abilities, including the capacity to manage and lead a team, foster a risk-aware culture, and institutionalise risk management practices across the organisation. In addition, the candidate should possess personal attributes such as integrity, objectivity, attention to detail, resilience, adaptability, sound decision-making ability, and a commitment to continuous improvement.
DUTIES : The successful candidate will be responsible for developing and implementing risk management strategies, systems, policies and the annual risk management plan. Duties will include managing, reviewing and improving the risk management framework; conducting studies and analyses to identify risks; facilitating and advising on the risk assessment process; monitoring and reviewing risk response activities; maintaining the risk register; and compiling reports as required. The candidate will also be expected to facilitate the institutionalisation of risk management by embedding a risk management culture across the organisation and providing capacity development, guidance and advice to employees on risk management matters. In addition, the incumbent will manage the Sub-Directorate: Risk Management by overseeing performance management, discipline, human resource and administrative functions, operational and communication planning, quality control of outputs, procurement and asset management, reporting, and providing functional and technical guidance.
ENQUIRIES : may be directed to Mr. Y Singqandu Tel No: (043) 605 5042/49
APPLICATIONS : e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

POST 39/166 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DSD 03/10/2025**

SALARY : R468 459 – R551 823 annum (Level 09)
CENTRE : Provincial Office. Bisho
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF level 6/7) in Internal Auditing / Accounting/Commerce. A minimum of 3-5 years' relevant work experience in an Auditing environment and 3 years must be at a supervisory Level (level 7/8). IAT/PIA/CIA designation would be an added advantage. Competencies: Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirements. Departmental Policies and Procedures. Governance & Risk Management. Budget Preparation, Monitoring and Reporting. Problem-solving skills. Analytical Thinker. Communication (verbal & written). Competencies: Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Auditors. Extensive knowledge of internal auditing and risk management. Extensive knowledge of the Public Finance Management Act and Treasury regulations. Skills required: supervision, Organisational and

planning, coordination and communication skills (written and spoken), report writing, conflict management and resolution, Programme and project management, good interpersonal relations and decision-making, Organisational and management accounting skills. Personal attributes: innovative and proactive, ability to work under extreme pressure and long hours voluntarily, ability to gather and analyse information, ability to develop and apply policies, ability to work independently and in a team, ability to interpret information and reports.

DUTIES : Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Develop proposals to determine the scope of allocated internal audits. Collect, analyze and interpret data for the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed-upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against the audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit environment. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the relevant industry, legislative, standards change, and policy frameworks continuously. Engage in continuous professional development activities relevant to tools and techniques as required/prescribed. Supervise employees to ensure an effective internal audit service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Provider inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES : may be directed to Mr. Y Singqandu Tel No: (043) 605 5042/49

APPLICATIONS : e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

POST 39/167 : **OFFICE MANAGER: PROGRAMME 2 - REF NO: DSD 04/10/2025**

SALARY : R468 459 – R551 823 annum (Level 09)

CENTRE : Provincial Office. Bisho

REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Management/ Office Management or equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Wide range of office management and administrative tasks, structure and functioning of the department, conflict management, project management, Communication (written and verbal), policy analysis and development, planning and organizing, people management, financial management, project coordination, problem solving computer literacy, facilitation and presentation, stakeholder and client liaison, monitoring, report writing, people orientated, creative, trustworthy, assertive, hard-working, self-motivated, ability to work independently, ability to work under pressure. Be Computer literate.

DUTIES : Manage and oversee logistics within the office of the Programme Manager, manage the workflow of the Programme. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Programme Manager and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the Programme Manager for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the Programme Manager. Provide administration

		support to the Programme Manager with regards to the management of the Programme activities. Organise and attend certain region meetings. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the Programme. Monitor and report on the financial performance of the Programme. Undertake research and develop appropriate policies, strategic programmes to be used to promote the Programme. Ensure effective document management and correspondence flow within the Office of Programme Manager. Consolidate all Director's reports to produce a monthly, quarterly, half yearly and annual Programme reports. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Programme Manager this includes Audit Improvement Plan (AIP) and Risk Register of the Programme. Administer office correspondence, documents, reports and advise the Programme Manager on urgent matters to be attended. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Manage budget in the Programme Manager's office. Coordinate and manage projects in the office of the Programme Manager. Supervise employees to ensure an effective service delivery.
ENQUIRIES	:	may be directed to Mr. Y Singqandu Tel No: (043) 605 5042/49
APPLICATIONS	:	e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
POST 39/168	:	**ACCOUNTING CLERK: FINANCE REF NO: DSD 05/10/2025**
SALARY	:	R228 321 – R268 950 per annum (Level 05)
CENTRE	:	NMM
REQUIREMENTS	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as ability to capture data and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
DUTIES	:	Perform general clerical duties in the Financial Management unit. Assist with the reconciliation of accounts, ledgers, and bank statements. Maintain financial records and filing systems. Process claims (travel, overtime, subsistence and travel, petty cash, etc.). Assist in the preparation of budget reports and financial statements. Capture and manage financial data and perform routine calculations. Monitor and follow up on outstanding payments. Provide support with asset management and inventory control. Perform administrative tasks such as drafting correspondence, compiling reports, and managing office documentation. Assist with internal and external audit processes. Adhere to financial policies, procedures, and relevant legislation (e.g. PFMA, Treasury Regulations).
ENQUIRIES	:	NMM enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750
APPLICATIONS	:	e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
POST 39/169	:	**ADMIN CLERK: ADMIN SUPPORT (X2 POSTS)**
SALARY	:	R228 321 – R268 950 per annum (Level 05)
CENTRE	:	Sarah Baartman: Kouga LSO Ref No: DSD 06/10/2025 Amathole: Mbashe LSO Ref No: DSD 07/10/2025
REQUIREMENTS	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer Literate.
DUTIES	:	Render general clerical support services. provide supply chain clerical support services within the service office. Provide personnel administration and clerical support services within the service office. Supervise and provide financial administration support services in the service office. Capturing data on the system.
ENQUIRIES	:	Sarah Baartman Enquiries may be directed to Mr. M Sipambo at 046 636-1484, Amathole Enquiries may be directed to Ms Z Habe Tel No: (043) 711 6606
APPLICATIONS	:	e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS : Applications must be submitted via one of the following options: (i) provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitment@ecsrac.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. OR submit via one of the following options: direct to a specific relevant centre:
Head Office: Qonce Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / 1400 / Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, Qonce, 5605
Amathole Museum: Qonce Enquiries. F. Kigozi – 043 642 4506 – Amathole Museum (Qonce) Hand deliver to Corner of Alexandra & Albert Road, Qonce.
East London Museum: East London Enquiries. G. Morcom – 043 743 0686 – EL Museum (East London) Hand deliver to 319 Oxford Street, Belgravia, East London.
Albany Museum: Makanda Enquiries. Dr. P. Cimi – 046 622 2312 – Albany Museum (Makanda) Hand deliver to 40 Somerset Street, Makanda.
OR Tambo District: Attention Mr. S. Stuma Tel: 047 495 0853 Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.
Joe Gqabi District: Attention Mr P. Masepe / Ms. Ninifie: 051 492 4806 Hand deliver to: No. 02 Cole Street, Maletswai.
Sarah Baartman District: Attention Ms. N. Qumza: 046 492 0223 Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.
Chris Hani District: Attention Mr. T. Thomas / Ms. A. Phanya: 045 492 0030 / 0054 Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.
Nelson Mandela District: Attention Mr. S. Javu: 041 492 1288 Hand deliver to: 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha. Applicants are encouraged to Use E-Recruitment System. People with disabilities who meet the requirements will be given preference.

CLOSING DATE : 14 November 2025

NOTE : Directions To Applicants: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, a fully completed & signed Z83 form and a detailed Curriculum Vitae is compulsory– NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za

(NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered. People with disabilities who meet the requirements will be given preference

OTHER POSTS

POST 39/170 : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION REF NO: DSRAC 01/10/2025**

SALARY : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration)
CENTRE : Head Office – (Qonce)
REQUIREMENTS : National Senior Certificate plus a National Diploma Level 6/7 Preferable appropriate B Degree NQF Level 7 as recognised by SAQA in Office Administration/Public Administration or equivalent relevant qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in the Executive Administrative Support and coordination field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning and professional report writing. Knowledge of formats and routes of documentation throughout the department. Quality control of documents. Knowledge and understanding of hierarchy and management structure of the Executive Authority office. Policies, legislation, and procedures; Public Service and Departmental procedures and prescripts. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and technical writing skills. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; Highly developed sense of honesty and protect the confidentiality of documents. A valid driver's licence.
DUTIES : Provide administrative support services in the office of the EA. Perform administrative responsibilities to ensure the smooth running of the MEC's office. Manage physical and financial resources of the MECs Office. Goods and services successfully procured for the Office of the MEC. Ensure that office report is fully compiled. Ensure that the office of the MEC is successfully managed and functional. Organise and facilitate sessions for portfolio questions. Provide registry support services in the office of the EA. Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective filling and record management services. Ensure the safekeeping of all documents for archiving and disposal. Develop and implement records management policies. Provide logistical support for meetings. Setting standards in effective cost control. Cost Control: generate cost control analysis of the office activities quarterly and suggest adjustments to the Chief of Staff. Monitor travel arrangements and accommodation for the Office of the MEC. Make sure that the newspapers are delivered on daily basis. Management of strategic support. Give input in the development of strategic, Business/Operational and procurement plans. Analyse, Identify and Compile monthly and quarterly Reports. Manage administration support. Facilitate management of EPMDS and provide support to all staff. Manage human resources (attendance register & leave records). Monitor financial resources (budget, cash flow projections & in-year monitoring). Ensure performance development and training needs analysis of staff.
ENQUIRIES : S. MPAFA Tel No: (043) 492 1405 Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : Persons with disabilities are encouraged to apply.

POST 39/171 : **SCIENTIST PRODUCTION REF NO: DSRAC 02/10/2025**

SALARY : R761 157 – R816 852 per annum, (OSD), (an all-inclusive remuneration)
CENTRE : Albany Museum (Makanda)
REQUIREMENTS : National Senior Certificate plus a NQF Level 8 in Zoology (specialising in freshwater invertebrates) or relevant natural science qualification with a minimum of two (2) years relevant experience in a museum natural science environment. A member of South African Council of Natural Scientific Professionals will be considered as an added advantage. Compulsory

registration with SACNASP as a professional Natural Scientist. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Occupational Health and Safety prescripts. Knowledge of Eastern Cape Museum Act. National Environmental management: Biodiversity Act, Operational standards for natural science museum, South African National Standards for Museums. Knowledge of Research and dissection microscopes and collection management standards, ability to recognise diagnostic characteristics on which classification system are based. Computer knowledge, laboratory protocol, database and word computer packages, Natural science, financial management. Programme and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. A valid driving licence.

DUTIES : Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Public and present research findings. Liaise with relevant bodies/councils on science-related matters. Management of human capital development Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage the performance and development of staff.

ENQUIRIES : P. CIMI Tel No: (046) 622 2313 Albany Museum (Makanda)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 39/172 : **LIBRARIAN REF NO: DSRAC 03/10/2025**

SALARY : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE : Amathole Museum (Qonce)
REQUIREMENTS : National Senior Certificate plus a National Diploma or Degree/ B Tech (NQF Level 6) in Library Information Science or any relevant qualification with at least 1 to 2 years working experience in a Library Service environment. Knowledge of Public Library administration, norms and standards of service, Library Policy and Procedures, Batho Pele Principles, Interpersonal skills and computer literacy. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.

DUTIES : Render effective collection development and provision of museum library material, Analyse content and classify all library materials, maintain integrity of the catalogue through updates and implementation of cataloguing developments, perform library material/book selection and acquisition, liaise and communicate with affiliated libraries on information needs, provide a centralized subject information request service to affiliated libraries and their users, Conduct monitoring and evaluation visits to libraries and make recommendations on service delivery enhancements, Review and recommend published material for selection and reading promotion, research and assist in the development of library collection policies and procedures and public exhibitions, render outreach programmes and public reading, Implement library promotional initiatives in organized events. Compilation of monthly user statistics and report writing. Provide professional guidance on the management of libraries to stakeholders, explore and propose the potential strategic collaborations between museum library and other libraries.

ENQUIRIES : S. Cakata Tel No: (043) 642 4506 – Amathole Museum (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : These posts are earmarked for persons with disabilities.

POST 39/173 : **LIBRARIAN (X2 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE : Nelson Mandela District (Gqeberha):
Colchester Library Ref No: DSRAC 06/10/2025(1)
Kwazekhele Library Ref No: DSRAC 06/10/2025(2)
REQUIREMENTS : National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library Information Studies or any relevant qualification with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
DUTIES : Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets. Implement annual recovery of monies. Establish & sustainment of library structures including book clubs. Management of library resources, mini-lib services & ICT equipment. Supervision of staff.
ENQUIRIES : S. Javu / T. Sandi Tel No: (041) 492 1288 / 1230 / 1231 / 1232 – (Gqeberha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : These posts are earmarked for persons with disabilities. Persons with disabilities are encouraged to apply.

POST 39/174 : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 07/10/2025 (X2 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE : Chris Hani District (Komani)
REQUIREMENTS : National Senior Certificate or equivalent qualification. A minimum of three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.
DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management/coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council

programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES : T. Thomas Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 39/175 : **GENERAL ASSISTANT REF NO: DSRAC 04/10/2025**

SALARY : R138 486 – R163 131 per annum (Level 02), (an all-inclusive remuneration)
CENTRE : Albany Museum (Makanda)
REQUIREMENTS : Grade 8 certificate or ABET level 4 or NQF leve1 - 3 with no experience. Performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self–motivated. A valid driving licence will be an added advantage.

DUTIES : Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Prepare tea during meetings. Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.

ENQUIRIES : P. Cimi Tel No: (046) 622 2313 – Albany Museum (Makanda)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 39/176 : **GROUNDSMAN REF NO: DSRAC 05/10/2025**

SALARY : R138 486 – R163 131 per annum (Level 02), (an all-inclusive remuneration)
CENTRE : EL Museum (East London)
REQUIREMENTS : Grade 8 certificate or ABET Level 4 or NQF Level 1–3 with no experience. Experience in gardening, grounds maintenance or general assistant duties will be an added advantage. Must be able to read and write. Good interpersonal, verbal and written communication skills. Self-motivated.

DUTIES : Maintain lawns, flowerbeds, trees and pathways around the museum. Water plants, remove weeds, prune shrubs and trees, mow grass, and sweep outdoor areas. Relocate plants and trees, remove garden refuse, and assist with care and pest control of the cycad collection. Clean paved surfaces using high-pressure equipment. Keep signage, benches, bins, storerooms, and public spaces neat and presentable. Care for gardening tools and equipment; detect and report malfunctioning tools or maintenance issues such as leaks or broken lights. Assist with moving and setting up exhibition materials, showcases, furniture, and display cases. Help with the construction, assembly, and maintenance of museum displays and exhibition structures under supervision.

Provide cleaning services in exhibition rooms, workshops, and storage areas. Set up chairs, tables, and equipment for school visits, talks, and community events. Assist with venue preparation and clean-up before and after functions. Support caretakers and cleaners as required. Perform any other duties related to grounds and facility upkeep or general assistant work as assigned by the supervisor.

ENQUIRIES : G. Morcom Tel No: (043) 743 0686 – EL Museum (East London)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2025 - 2027 (24 MONTHS)

CLOSING DATE : 14 November 2025

NOTE : Directions To Applicants: The objective of the Internship program withing the public service, is to address the problem of youth unemployment, especially tertiary (Institutions of higher learning) graduates by providing them with work experience opportunities in the public service. As per the Directive issued by DPSA on the employment of persons to developmental programmes in the public service: Internship, Learnership, Apprenticeship, Graduate recruitment schemes and related programmes, this Internship programme is specifically aimed on the following: Interns need to be graduates and unemployed. Interns need to be within their specific demographic area. The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment.

OTHER POSTS

POST 39/177 : **TECHNICAL INTERN ARCHIVES REPOSITRY (DIGITIZATION) REF NO: DSRAC 08/10/2025 (X5 POSTS)**
Directorate: Archives & Records Management

STIPEND : R7 860.50 per month for graduates.

CENTRE : Head Office (Qonce)

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Archives & Records Management or other relevant qualifications. History as a major subject will be an added advantage.

DUTIES : Evaluate collection, establish order, group related items according to levels – repository, series, file unit and item level. Classify materials based on predefined categories or series. Assign labels to each category and individual item for easy identification. Develop comprehensive lists of the materials, noting their locations and descriptions. Identify and handle duplicate items appropriately. Create detailed descriptions for each item or collection, including relevant information such as dates, creators, and subjects. Develop tools to help users locate and understand the records. Apply standardized metadata to ensure consistency and facilitate searching. Prepare documents for scanning, scan documents according to agreed type of image. Scanning of records and ensure high image resolution and conduct quality assurance checks for every image developed. These posts are earmarked for persons with disabilities.

ENQUIRIES : S. Cetywayo Tel No: (043) 492 0936 – District & Qonce
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 39/178 : **INFORMATION TECHNOLOGY ICT INTERN REF NO: DSRAC 09/09/2025 (X3 POSTS)**
Directorate: Information Technology (Data Analyst-Scientist/Systems' Development/ Support)

STIPEND : R7 860.50 per month for graduates.

CENTRE : Head Office (Qonce)

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in IT; Business Applications; Software Development; Technical Programming. Mathematical Statistics, Computer Science, Applied Mathematics, or other relevant & equivalent qualifications. Advantageous

Additional Certificates/ Courses: Big Data; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch); Data visualization (Power BI, Tableau); Coding/IDEs (Python, Jupyter, Spyder, Pycharm, R programming) will be an added advantage.

DUTIES : Providing functional, technical support and data analysis related services for departmental systems especially Isisele modules, Intranet and Website. Working with the designated applications/systems business functionality; and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users and help-desk services. Providing training for users for designated systems. Provide data analytic/analysis related services. Work closely with business to identify issues and use data to propose solutions for effective decision making. Build algorithms and design experiments to merge, manage.

ENQUIRIES : S. Cetywayo Tel No: (043) 492 0936 – District & Qonce
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

DEPARTMENT OF TRANSPORT: GFMS

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Yanginkosi.Tetani@ectransport.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

CLOSING DATE : 07 November 2025

NOTE : Applications must be submitted on a duly completed new Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.Applicants are not required to submit copies of qualifications and other relevant documents on application but must fully populate information on the E-Recruitment system and submit a fully completed and signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the E-Recruitment system is currently not signable; so, applicants who submitted applications via the E-Recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People

with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

POST 39/179 : **AUDIT COMMITTEE MEMBER**
Three (3) Years Contract
The Eastern Cape Department of Transport- Government Fleet Management Services Trading Entity calls on all independent, suitably qualified and interested persons to serve as an Audit Committee member for a period of three (3) years.

SALARY : Terms of Office and Remuneration: Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 - Framework for Appointment and remuneration of Audit Committee Members.

CENTRE : East London

REQUIREMENTS : Grade 12 plus a tertiary qualification in Information and Communication Technology, Law, Risk management, Business Management/Administration or any relevant qualification to the services provided by the Department of Transport – Government Fleet Management Services Trading Entity. A candidate must have operated at an Executive Level of an organization for a minimum of five (5) years in the field relevant to the tertiary qualification. Served in the Audit Committee or any governance structures for the minimum of two (2) years. Be a member of recognized professional body. Understanding of the oversight and regulatory framework governing public sector in terms of PFMA, Treasury Regulations, etc. is required Skills and Competencies: Be independent and knowledgeable with experience in participating in the governance structures. Be able to dedicate time to the activities of the Audit Committee. Have strong analytical abilities, persuasion and good communication skills.

DUTIES : Monitor and review performance & effectiveness of the Internal Audit Function including approval of Internal Audit Services Coverage Plans & Policies. Review AGSA's independence, objectivity and the effectiveness of the audit process. Review AFS for abnormal and/or significant transactions of the entity and the disclosures thereof in the AFS and advise accordingly. Consider the Entity's risk and ethics management policies and advise management on strategies to effectively implement these programmes. Monitor and review financial and non-financial performance of the entity against service delivery expectations. Review the adequacy and effectiveness of the internal control and governance systems. Consider ICT infrastructure and systems for adequacy and effectiveness in the delivery of services. Review compliance with legal and regulatory provisions. Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Transport and may be requested to appear and present to other oversight structures. Preference will be given to candidates with experience in the ICT operations, Law and Risk Management.

ENQUIRIES : Ms. N Nyalela at 082 6484 972, Noluthando. Nyalela@ectransport.gov.za
For e-Recruitment technical support email to: Yanginkosi.Tetani@ectransport.gov.za

POST 39/180 : **INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON**
(Three (3) Years Contract)
The Eastern Cape Department of Transport- Government Fleet Management Services Trading Entity calls on suitable qualified and interested persons to serve as the Entity Chairperson of Risk and Ethics Management Committee (REMC) for a period of three (3) years.

SALARY : Terms Of Office and Remuneration: This appointment is for a period of three years but may be renewed at the discretion of the Head of Entity. This is not a full-time appointment, Risk and Ethics Management Committee has four statutory meetings per annum, and additional meetings may be convened by the Chairperson as deemed necessary, by the Committee or Head of Entity. Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15.

CENTRE : East London

REQUIREMENTS : Relevant bachelor's degree and a Post-Graduate Degree in risk management, auditing, governance, law, accounting, or other public sector relevant

qualifications. CA(SA)/CIA/CFE/CRP Prof/ Certified Ethics Officer and Certified Fraud Examiner will be an added advantage. The ideal candidate should have 5 to 10 years' Senior Management experience gained from Strategic Management, Finance, Risk Management/Anti-Fraud and Corruption environment and/or an Auditing / Financial, preferably in the public service. Strong Risk management, Ethics Management, Fraud Risk management, Business Continuity Management, ICT or Audit background, and an intimate knowledge of public sector processes. Skills And Competencies: Be independent and knowledgeable with experience in participating in governance structures. Be able to dedicate time to the activities of the Risk & Ethics Management Committee. Have strong analytical abilities, and good communication skills.

DUTIES : The Risk & Ethics Management Committee is an oversight committee appointed by the Head of Entity to assist him to discharge his Risk & Ethics Management responsibilities in terms of the approved Terms of Reference. Review the Risk & Ethics Management policies, fraud policies, frameworks, strategies, and plans before recommending approval by Head of Entity. Review the business continuity management policy, strategy, and plans before recommending approval by the Head of Entity. Review the Entity's risk assessment methodologies to obtain reasonable assurance. Report any material change to the risk profile of the Entity to the Head of Entity. Review any material findings and recommendations by assurance providers on the system of risk management, and check that appropriate action is instituted to address identified weakness. Evaluate the effectiveness of monitoring systems pertaining to fraud and corruption and the results of management's investigations into and follow-up of alleged acts of impropriety (fraud, corruption) and related matters. Providing strategic advice to leadership on ethical issues. Provide support to Chief Risk Officer in promoting integration and collaboration of various ethics-related functions (such as anti-fraud and anti-corruption, compliance, internal audit and investigations Attendance of Audit Committee meetings as Chairperson of Risk and Ethics Management Committee.

ENQUIRIES : Ms. Y Kunene at 060 989 4593, Yanqa Kunene@ectransport.gov.za
For e-Recruitment technical support email to: Yanginkosi.Tetani@ectransport.gov.za

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

APPLICATIONS	:	Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: https://ihealth.fshealth.gov.za/e-Recruitment
CLOSING DATE	:	07 November 2025
NOTE	:	Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The 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 the application form will lead to disqualification of the application during the selection process. Applications filed by hand on the Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or post. Failure to upload and 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.

OTHER POST

POST 39/181	:	**FORENSIC PATHOLOGY OFFICER GRADE 1 (X5 POSTS)**
SALARY	:	R217 092 per annum
CENTRE	:	Welkom Forensic Mortuary Ref No: FPO/ 01/2025 (X3 Posts) Kroonstad Forensic Mortuary Ref No: FPO/02/2025 (X1 Post) Phuthaditjhaba Forensic Mortuary Ref No: FPO /03/2025 (X1 Post)
REQUIREMENTS	:	Grade 12 or equivalent qualification. Valid driver's license. Skills And Knowledge: Driving Skills. Verbal and written communication, time management, good interpersonal relations. Commitment to Batho Pele Principles. Basic Computer Skills. Basic Knowledge regarding the legislative framework regulating Forensic Pathology Services. Ability to work with human remains (corpses) which may be in advance stage of decomposition. Ability to work under pressure and after normal hours.
DUTIES	:	Effective and efficient collection of corpses from crime or accident scenes as requested by South African Police Services (SAPS) for safekeeping and perseveration of evidence. Assist medical officers with performing medico-legal investigation on deceased human remains. Arrange postmortems with Pathologist. Assist Pathologists with postmortems. Assist families with identification and handing over of corpses to the next of kin or funeral undertakers. Attend and give evidence in courts of law when required. Assist with up keeping of facility and equipment hygienically in terms of Occupational Health and Safety.
ENQUIRIES	:	Mr OT Kopane, Assistant Manager: Forensic Pathology Services. Email: kopaneOT@fshealth.gov.za Cell: 0834494536
APPLICATIONS	:	Applications to be done at: https://ihealth.fshealth.gov.za/e-Recruitment

ANNEXURE R

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT
Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply.

APPLICATIONS : Applicants are hereby invited to apply for the funded vacant posts as advertised. Applicants who previously applied for the re-advertised posts they are encouraged to re-apply if still interested. Applicants are encouraged to register and submit their applications through the e-Recruitment website at https://erecruitment.limpopo.gov.za, Applications should be addressed to various institution as per the applicant's need,

Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre: Applications should be directed to Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.

Polokwane Welfare Complex: Applications should be directed Head of Institution, Private Bag X 9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane. Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg, Polowane.

Sekhukhune District: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo.

Vhembe District: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.

Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.

Mopani District: The District Director, Private Bag X9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

CLOSING DATE : 07 November 2025 at 16h00

NOTE : however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will

be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver's license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za, Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

POST 39/182 : **CHIEF DIRECTOR: SERVICE DELIVERY COORDINATION REF NO: DSD/2025/166 (X1 POST)**

SALARY : R1 494 900 per annum (Level 14), (all-inclusive package)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An appropriate qualification at NQF level 7 or equivalent qualification in Social Sciences / Public Administration / Management / Social Work as recognised by SAQA. A minimum of five (05) years of proven experience Senior Management level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analysis and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.
DUTIES : Provide leadership and high-level strategic direction and policy in the branch. Manage the provision of district management services. Manage the provision of NPO governance and compliance service. Manage the provision of institutional capacity building and support. Establish partnerships with various stakeholders. Manage financial, administrative and related functions.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/183 : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF DSD/2025/167 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE	:	Head Office: Polokwane
REQUIREMENTS	:	An appropriate qualification at NQF level 7 or equivalent qualification in Financial Management / Auditing as recognised by SAQA. A minimum of five (05) years of proven relevant experience at Middle /Senior Management level. Chartered Accountant will be an added advantage. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analysing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.
DUTIES	:	Develop business plan in line with the strategic objective of the department. Provide leadership and strategic direction in the sub-branch. Coordinate sectional and the work of governance structures. Facilitate assurance services. Coordinate system control function /services. Coordinate fraud prevention strategies and loss control. Manage financial, administrative and related functions. Ensure the identification, assessment, and mitigation of risks associated with governance, internal controls, and compliance. Coordinate and facilitate both internal and external audits. Design and facilitate capacity-building and training programs for staff on internal control, governance, and compliance matters.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
POST 39/184	:	**DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICE REF NO: DSD/2025/168 (X1 POST)** (Re-advert)
SALARY	:	R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE	:	Head Office: Polokwane
REQUIREMENTS	:	An appropriate qualification at NQF level 7 or equivalent qualification in Information Management / Information Technology/Information Science / Computer Science as recognised by SAQA. A minimum of five (05) years of proven experience at Middle/Senior Management level in Government Information Technology Office. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analysis and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking. Leadership & Management skills. Report writing skills. Project Management. Problem analysis and analytic thinking.
DUTIES	:	Align the department's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of the strategic direction of the Government. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focussed on the specific requirements of the department. Represent the relevant department at the GITO Council. Promote effective management of information and information technology as enabler as a strategic resource. Manage the SITA relationship: This entails control of the Business Agreement (BA) and

Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage Auxiliary Services. Manage Records Management. Manage Financial, Administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

OTHER POSTS

POST 39/185 : **SOCIAL WORK SUPERVISOR GRADE 1 (X2 POSTS)**

SALARY : R477 564 per annum, (Level: SW-A4)
CENTRE : Vhembe District Ref No: DSD/2025/169 (X1 Post)
Mopani District: Lulekani Ref No: DSD/2025/170 (X1 Post)
REQUIREMENTS : An appropriate qualification at NQF 7 or equivalent in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
DUTIES : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/186 : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 REF NO: DSD/2025/171 (X1 POST)**

SALARY : R453 201 per annum (LeveL:CD-A7)
CENTRE : Capricorn District: Ceres
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies Science as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, it inter relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. The ability to undertake complex research. Financial management. Presentation skills. Project management. Human resource management. policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
DUTIES : Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and coordination with all the relevant role players, internal and external. Perform administrative support

on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/187 : **SENIOR ADMINISTRATION OFFICER: AUXILLIARY SERVICES REF NO: DSD/2025/172 (X1 POST)**

SALARY : R397 116 per annum (Level 08)
CENTRE : Mavambe Secure Care Centre
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification as recognised by SAQA. A minimum of 2-3 years' relevant experience. Valid motor vehicle drivers' licence (with exception of persons with disabilities).Knowledge And Skills: Knowledge of Public Service Act. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Regulations. Knowledge of Departmental policies, procedures. Knowledge of Occupational Health and Safety standards. Knowledge of Supply Chain Management (SCM) policies and contract administration. Knowledge of Records management principles (National Archives and Records Service of South Africa Act). Knowledge of Basic facilities, asset, catering, and laundry management procedures. Administrative skills. Coordination skills for managing auxiliary function. Communication skills (verbal & written). Leadership skills. Planning & organizing skills. Problem-solving skills. Decision-making skills. Computer literacy skills.

DUTIES : Render office administration services. Coordinate catering services. Manage laundry services. Facilitate the provision of records management. Monitor and manage office supply inventories and coordinate timely procurement. Ensure implementation of occupational health and safety protocols in the workplace. Ensure quality control and compliance with health and food safety regulations. Ensure compliance of service-level agreements or contracts with catering providers. Conduct regular file audits and ensure timely archiving and disposal of obsolete records.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/188 : **SENIOR STATE ACCOUNTANT: EXPENDITURE AND ACCOUNTS (X5 POSTS)**

SALARY : R397 116 per annum (Level 08)
CENTRE : Waterberg District Ref No: DSD/2025/173 (X1 Post)
Sekhukhune District Ref No: DSD/2025/174 (X1 Post)
Mopani District Ref No: DSD/2025/175 (X1 Post)
Polokwane Welfare Complex Ref No: DSD/2025/176 (X1 Post)
Mavambe Secure Care Centre Ref No: DSD/2025/177 (X1 Post)
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognized by SAQA. A minimum of 2-3 years' relevant experience. A valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Leadership and management skills. Policy analysing and interpersonal skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis and BAS literacy. Project management.

DUTIES : Provide financial budgeting services. Ensure effective revenue and debt management. Ensure the management of conditional grants and donor funding through appropriate processes. Ensure processing of payments. Attend audit and supplier queries. Compile monthly, quarterly expenditure and early warning reports. Perform creditor's reconciliation. Monitor payments register. Advise on virement of funds in terms of PFMA.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/189	:	**SENIOR STATE ACCOUNTANT – BOOKKEEPING AND BANK RECONCILIATION REF NO: DSD/2025/178 (X1 POST)**
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Head Office :Polokwane
REQUIREMENTS	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognised by SAQA. 2-3 years' relevant experience. Valid driver's license (with the exception of persons with disabilities). Knowledge And Skills: Public Finance Management Act (PFMA) and Treasury Regulations. Department of Social Development (DSD) financial policies and procedures, Financial reporting standards , Government financial systems (e.g., BAS, PERSAL, LOGIS). Report writing and presentation. Use of accounting and financial systems/software (e.g., Excel, BAS). Stakeholder engagement and communication). Stakeholder Problem-solving and decision-making under pressure.
DUTIES	:	Ensure effective bookkeeping, bank reconciliation and debt management against the budget. Implementation of acts, regulations and policies. Manage subordinate. Provide effective and efficient bookkeeping and bank reconciliation. Ensure all Suspense accounts have been cleared and reconciled. Ensure all suspense accounts balances are supported by auditable supporting documentation. Ensure that Trial balance reports has been requested (retrieved). Approves journals related to suspense. Monitor clearance of salary related suspense accounts. Approves clearance of EBT rejection. Reconciling aging of accounts monthly. Manage filling of journals related to suspense. Ensure proper and efficient management of debt. Approves all types of debts. Ensure debt are created new debts taken on processes. Ensure all exception relating to debts are cleared on BAS daily. Ensure clearing of debts suspense by approves all debts. Ensure approves journals for the recovering of debts. Provide effective and efficient bank reconciliation. Ensure daily reconciliation between bank statement and trial balance. Ensure all journals are approves for fund requisition. Maintain payment register. Daily requesting of Trial balance. Maintenance of debts, Journal register.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
POST 39/190	:	**SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: DSD/2025/179 (X1 POST)**
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Head Office: Polokwane
REQUIREMENTS	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / SCM / Procurement Management as recognised by SAQA. 2–3 years relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Government financial systems (e.g., BAS, LOGIS). Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
DUTIES	:	Facilitate the requisition of quotations. Receive approved specifications/Terms of References (TORs) for advertisement of bids and invitation of quotations. Issue out requests for quotations. Closing of the bids and price quotations. Record bids & quotations in the receipt registers and compilation of the checklists. Facilitate bid specification and evaluation processes. Compile the appointment letters for bid evaluation and specification committee members. Serve as the secretariat of the bid evaluation and specification committees. Facilitate compliance with SCM prescripts. Facilitate departmental supplier database or CSD (Central Supplier Database) interface. Request quotations from suppliers. Receive, evaluate and adjudicate quotations. Supervise the subordinates.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/191	:	**SOCIAL WORKER GRADE 1 (X4 POSTS)**
SALARY	:	R325 200 per annum (Level SW-A4)
CENTRE	:	**Waterberg District: (X2 Posts)** Mabatlane Ref No: DSD/2025/180 (X1 Post) Bakenberg Ref No: DSD/2025/181 (X1 Post) **Capricorn District: (X2 Posts)** Molemole Ref No: DSD/2025/182 (X1 Post) Blouberg – Buffelshoek Ref No: DSD/2025/183 (X1 Post)
REQUIREMENTS	:	An appropriate qualification at NQF 7 or equivalent qualifications in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills and Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
DUTIES	:	Render an advanced and specialized social work services with regard to care, protection and development of vulnerable individuals, group, families and communities. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
POST 39/192	:	**PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT (X4 POSTS)**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Capricorn District Ref No: DSD/2025/184 (X1 Post) Waterberg District Ref No: DSD/2025/185 (X1 Post) Mopani District Ref No: DSD/2025/186 (X1 Post) Vhembe District Ref No: DSD/2025/187 (X1 Post)
REQUIREMENTS	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / SCM / Procurement Management as recognized by SAQA. A minimum of 1-2 years relevant experience. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge And Skills: Knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Preferential Procumbent Policy Framework Act (PPPFA), Treasury Regulation, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.
DUTIES	:	Provide regular status/progress reports to management highlighting trends, problems, risks, deviations, delays and make appropriate recommendations for improvement. Determine possible future need for service by conducting a gap analysis. Manage and maintain the database of all suppliers. Ensure quality reporting on sourcing of goods and services. Consolidate procurement plan based on inputs from various units. Capacity building to all users on new procedures or systems implemented for the purpose of needs and market analysis Assist with the development of acquisition plan or strategy. Purchase goods and services that meet users' requirements. Ensure that contractual obligations are met to administer the flow of orders as well as ensuring that all orders are invoiced. Receive and process requisition. Ensure that the Service Level Agreements are met. Monitor and make Quality Assurance of the incoming and outgoing requisition. Ensure that requisitions are in line with the BEE as well as the South African Vendor Market.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/193	:	**PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING & STORES MANAGEMENT (X2 POSTS)**
SALARY	:	R325 101.per annum (Level 07)
CENTRE	:	Sekhukhune District Ref No: DSD/2025/188 (X1 Post) Waterberg District Ref No: DSD/2025/189 (X1 Post)
REQUIREMENTS	:	An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management/SCM /Procurement Management as recognized by SAQA as recognised by SAQA. 1 - 2 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
DUTIES	:	Develop a purchasing plan or strategy. Purchase goods and services that meet user's requirements. Ensure that contractual obligations are met. Administer the flow of orders as well as ensuring that all orders are invoiced. Receive and process requisition. Ensure that the service level agreements are met. Monitor and make quality assurance of the incoming and outgoing requisition. Ensure that requisitions are in line with the BEE as well as the South African Vendor Market Perform purchasing management services. Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking. Identify needs and prepare request to purchase. Ensure that stocktaking and stock counting is done appropriately. Ensure the stock take report is signed by the district head / Institution Head and all committee members and thereafter submit the report to the provincial office. Receive stock from the suppliers. Issuing of stock to customers. Coordinate disposal of damaged stock. Ensure alignment of physical stock against LOGIS.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
POST 39/194	:	**STATE ACCOUNTANT: EXPENDITURE AND ACCOUNTS (X8 POSTS)**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Sekhukhune District Ref No: DSD/2025/190 (X2 Posts) Mopani District Ref No: DSD/2025/191 (X2 Posts) Capricorn District Ref No: DSD/2025/192 (X2 Posts) Vhembe District Ref No: DSD/2025/193 (X1 Post) Seshego Treatment Centre Ref No: DSD/2025/194 (X1 Post)
REQUIREMENTS	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognised by SAQA. A minimum of 1-2 years' relevant experience. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Leadership and management skills. Policy analysing and interpersonal skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis and BAS literacy. Project management.
DUTIES	:	Assist in providing financial budgeting. Assist in processing of payments. Assist in performing creditor's reconciliation. Maintaining payment register. Administer salary matters. Rendering of general financial administration.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
POST 39/195	:	**STATE ACCOUNTANT: BOOKKEEPING AND BANK RECONCILIATION REF NO: DSD/2025/195 (X1 POST)**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office: Polokwane

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognised by SAQA. 1-2 years' relevant experience. Valid driver's license (with the exception of persons with disabilities). Knowledge And Skills: Public Finance Management Act (PFMA) and Treasury Regulations. Department of Social Development (DSD) financial policies and procedures, Financial reporting standards , Government financial systems (e.g., BAS, PERSAL, LOGIS). Report writing and presentation. Use of accounting and financial systems/software (e.g., Excel, BAS). Stakeholder engagement and communication). Stakeholder Problem-solving and decision-making under pressure.

DUTIES : Ensure effective bookkeeping, bank reconciliation and debt management against the budget. Implementation of acts, regulations and policies. Keep debts control register Provide effective and efficient bookkeeping and bank reconciliation. Ensure all Suspense accounts have been cleared and reconciled. Ensure all suspense accounts balances are supported by auditable supporting documentation. Ensure that Trial balance reports has been requested (retrieved). Capture journals related to suspense. Monitor clearance of salary related suspense accounts. Capture clearance of EBT rejection. Reconciling aging of accounts monthly. Manage filling of journals related to suspense. Ensure proper and efficient management of debt. Capture all types of debts. Ensure debt are created new debts taken on processes. Ensure all exception relating to debts are cleared on BAS daily. Ensure clearing of debts suspense by capturing all debts. Ensure capturing journals for the recovering of debts. Provide effective and efficient bank reconciliation. Ensure daily reconciliation between bank statement and trial balance. Ensure all journals are capture for fund requisition. Maintain payment register. Daily requesting of Trial balance. Maintenance of debts and Journal register.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/196 : **PROVISIONING ADMINISTRATIVE OFFICER: TRANSPORT MANAGEMENT REF NO: DSD/2025/196 (X1 POST)**

SALARY : R325 101 per annum (Level 7)
CENTRE : Vhembe District
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Logistic/Transport management/ Public Administration/Public Management/SCM as recognised by SAQA. 1 - 2 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

DUTIES : Ensure logbooks and trip authorizations. Manage the record keeping of transport documents. Coordinate trip planning. Facilitate fleet management. Ensure Logbooks and Trip authorisations, Train vehicle users on the completion of logbooks and trip authorization. Calculating kilometers travelled to the vehicle user. Verify the calculation on the logbooks. Conduct bookings of vehicles for maintenance. Check odometer reading for maintenance of vehicles. Arrange with personnel to take the vehicle for service/maintenance Ensure that removed parts are kept safe for record. Record all missing vehicle accessories. Facilitate trip planning. Ensure proper record keeping of transport documents. File all trip authorisations of all undertaken trips. Keep safe of all toll/fuel receipts. Ensure that all maintenance/repairs are kept safe.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/197 : **STATE ACCOUNTANT: EXPENDITURE AND ACCOUNT REF NO: DSD/2025/197 (X1 POST)**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognised by SAQA. 1-2 years' relevant experience. valid driver's license (with the exception of persons with disabilities). Knowledge And Skills: Public Finance Management Act (PFMA) and Treasury Regulations. NGO financial governance, funding cycles, and donor requirements. Department of Social Development (DSD) financial policies and procedures. Government financial systems (e.g., BAS, LOGIS) Financial reporting standards (GRAP/IFRS). Financial analysis, reporting, and interpretation. Use of accounting and financial systems/software. Problem-solving and decision-making under pressure.

DUTIES : Provide financial support services. Provide financial guidance and support to NGOs receiving DSD funding. Monitor and evaluate the financial health and sustainability of NGOs. Review financial statements and reports submitted by NGOs to ensure compliance with DSD and donor requirements. Provide financial capacity building to NGOS. Provide on-site financial management mentorship to NGOs to improve their financial capabilities. Assist with identifying the financial capacity needs of NGOs and design tailored support plans. Provide financial support to line management. Provide District financial support services. Assist with the consolidation of NGO financial reconciliation and reconciliation reports. Review NGO expenditures against funding allocations. Monitoring and evaluation of financial performance. Conduct regular financial reviews of NGO programs to assess the utilization of funds. Ensure NGOs adhere to financial rules and regulations. Compile NGO financial monitoring reports.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/198 : **PROVISIONING ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: DSD/2025/198 (X1 POST)**

SALARY : R325 101 per annum (Level 07)
CENTRE : Capricorn District
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management/SCM / Procurement Management as recognized by SAQA. A minimum of 1-2 years' relevant experience. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Treasury Regulations, Asset Management Framework., Public Services Act and Regulations. Knowledge of Supply Chain Management Frameworks such as Preferential Procurement Policy Framework Act and regulations. Computer Literacy (MS Word and Spreadsheets), Communication skills (verbal and written), Strong Analytical skills, Report Writing skills, Project Management skills, Good Interpersonal skills, problem solving skills, numeric skills, and professionalism.

DUTIES : Receive new purchased assets. Barcode the assets on the system & physically. Allocation to enduser. Capturing of the assets in the asset register. Assist in asset movement process. Filling of asset supporting documents. Facilitate the maintenance of the audited asset register. Conduct asset verification. Conducting the disposal of absolute/ redundant assets.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/199 : **ADMINISTRATION OFFICER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DSD/2025/199 (X1 POST)**

SALARY : R325 101 per annum (Level 07)
CENTRE : Seshego Treatment Centre
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification as recognised by SAQA. A minimum of 1-2 years' relevant experience. Valid motor vehicle drivers' licence (with exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Act. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Regulations. Knowledge of Departmental policies, procedures. Knowledge of Occupational Health and Safety standards. Knowledge of Supply Chain Management (SCM) policies and contract administration. Knowledge of Records management

principles (National Archives and Records Service of South Africa Act). Knowledge of Basic facilities, asset, catering, and laundry management procedures. Administrative skills. Coordination skills for managing auxiliary function. Communication skills (verbal & written). Leadership skills. Planning & organizing skills. Problem-solving skills. Decision-making skills. Computer literacy skills.

DUTIES : Render office administration services. Issuing food items according to the menu. Monitor the cleaning of the kitchen. Manage messenger and postal/mail services. Coordinate catering services. Manage laundry services. Facilitate the provision of records management. Monitor and manage office supply inventories and coordinate timely procurement. Ensure implementation of occupational health and safety protocols in the workplace. Ensure quality control and compliance with health and food safety regulations. Ensure compliance of service-level agreements or contracts with catering providers. Conduct regular file audits and ensure timely archiving and disposal of obsolete records.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/200 : **PERSONNEL PRACTITIONER: HR PRACTICE & ADMINSTRATION (X2 POSTS)**

SALARY : R325 101 per annum (Level 07)
CENTRE : Waterberg District Ref No: DSD/2025/200 (X1 Post)
Sekhukhune District Ref No: DSD/2025/201 (X1 Post)

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in HRM / Training as recognised by SAQA. A minimum of 1-2 years' relevant experience. PERSAL Literacy. Valid motor vehicle drivers' licence (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Act., Public Service Regulations, Basic Condition of employment act, Employment Equity Act. Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Analytical skills on problem solving, decision making and organizational skills. Knowledge of Departmental policies and procedures.

DUTIES : Implement and maintain human resource administration practices. Compile scheduling of district posts. Provide the administration for district selection services. Facilitate shortlisting and interviews in the district. Provide the administration for district appointment services. Provide the administration of conditions of services: Provide the administration for service termination due to death/ resignation, retirement (normal and early retirement). Provide the administration for employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Conduct district leave auditing. Provide the administration of post establishment and HR system: Provide the administration for transfer and translation of personnel. Approve PERSAL transaction. Facilitate and coordinate district human resource development services: Assist in the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Provide the administration for learnerships and internships. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/201 : **ADMINISTRATIVE CLERK: TRANSPORT MANAGEMENT (X2 POSTS)**

SALARY : R228 321 per annum (Level 05)
CENTRE : Sekhukhune District Ref No: DSD/2025/202 (X1 Post)
Capricorn District Ref No: DSD/2025/203 (X1 Post)

REQUIREMENTS : An appropriate qualification at NQF level 4 (Grade 12) or equivalent qualification as recognized by SAQA. Valid motor vehicle driver's license (with the exception of persons with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Ability

		to work under pressure. Policy analysis and interpretation skills. Planning and organisation skills. Interpersonal relations. Good verbal and written communication skills. Conflict management skills. Report writing skills. Customer care skills.
DUTIES	:	Allocate vehicles daily. Conduct vehicle inspections. Ensure and monitor utilization of registers. Ensure cleaning of vehicles. Ensure proper record keeping of transport documentation.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
POST 39/202	:	**ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: DSD/2025/204 (X1 POST)**
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Mopani District
REQUIREMENTS	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Knowledge And Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
DUTIES	:	Process salary allowance, deductions and disallowances. Administer garnishee and maintenance order. Capturing of emolument attachment orders on PERSAL system. Sorting and distribution of the remittance reports to various institutions. Handle all salary related enquiries.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
POST 39/203	:	**ACCOUNTING CLERK: EXPENDITURE & ACCOUNTS REF NO: DSD/2025/205 (X1 POST)**
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Waterberg District
REQUIREMENTS	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Knowledge And Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
DUTIES	:	Archiving of payment vouchers. Process and handle payment enquiries. Attend to client's queries on payments Assist in performing creditor's reconciliation. Receive goods on the system after they have been received manually. Maintain payment register. Update the register on daily basis.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
POST 39/204	:	**REGISTRY CLERK REF NO: DSD/2025/206 (X1 POST)**
SALARY	:	R228 32 per annum (Level 05)
CENTRE	:	Mopani District
REQUIREMENTS	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Certificate in Archives and Record Management will be an added advantage Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer literacy skills. Planning and organisation skills. Good verbal and written communication skills.
DUTIES	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filling and record management services. Operate office machines in relation to registry functions. Process documents for archiving and/ disposal.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/205 : **FOREMAN GROUNDSMAN REF NO: DSD/2025/207 (X1 POST)**

SALARY : R163 680 per annum (Level 03)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. A minimum of 1-year relevant experience. Knowledge And Skills: Horticulture and plant care. Turf and landscape maintenance techniques. Safe handling and storage of chemicals and tools. Occupational Health & Safety regulations. Basic mechanical knowledge of landscaping equipment. Environmental compliance standards.
DUTIES : Manage grounds and landscape maintenance. Ensure effective use, maintenance, and storage of tools and materials. Ensure Compliance with Health, Safety, and Environmental regulations. Maintain effective communication with team and management and ensure accurate reporting. Team Leadership and Supervision.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/206 : **SEAMSTRESS REF NO: DSD/2025/208 (X1 POST)**

SALARY : R163 680 per annum, (Level 03)
CENTRE : Capricorn District: Sekutupu Old-Age Home
REQUIREMENTS : An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA Knowledge And Skills: Knowledge of various stitching techniques, pattern making, fabric types, and garment construction. Understanding of fabric properties and how to handle different textiles. Knowledge of designing clothing that caters to specific health needs and physical limitations. Knowledge of hygiene practices, safety protocols, and infection control related to sewing tools and clothing maintenance. Sewing and alteration skills. Time management skills. Inventory management skills. Problem solving skills.
DUTIES : Provide clothing repair and alteration services. Provide linen and bedding maintenance services. Ensure all clothing is in good condition, repairing tears, adjusting sizing, and replacing buttons, zippers, or other hardware as needed. Ensure that all work is done to a high standard, prioritizing durability, comfort, and safety. Keep track of sewing supplies and materials. Ensure adequate stock and proper usage. Perform regular checks on sewing machines and other tools.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/207 : **DRIVER (BREAKDOWN OPERATOR) REF NO: DSD/2025/209 (X1 POST)**
(Re-advert)

SALARY : R163 680 per annum (Level 03)
CENTRE : Head Office
REQUIREMENTS : An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Valid code EC/EC1 drivers licence plus Professional Driving Permit (PrDP). Knowledge And Skills: Knowledge of the Province in which functions will be performed. Knowledge and procedures to perform messenger functions. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge to operate a Breakdown.
DUTIES : Transport Officials to various places. Monitor performance and conditions of government vehicles. Do routine maintenance on the allocated vehicle and report defects timely. Attending to breakdown of vehicles and towing vehicles to merchants for repair. Complete all the required and prescribed records and

logs books with regard to the vehicle and the goods handled. Render a clerical support / messenger service in the Provincial Office. Collect and deliver documentation and related items in the department.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/208 : **CLEANER (X2 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : Capricorn District: Seshego Ref No: DSD/2025/210 (X1 Post)
Seshego Treatment Centre Ref No: DSD/2025/211 (X1 Post)
REQUIREMENTS : Junior Certificate or STD 8/Grade 10/AET/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.
DUTIES : Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY

The Limpopo Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. All positions are targeting Women and Person with Disabilities.

APPLICATIONS : Quoting the relevant references `should be forwarded as follows The Head of Department (For Head Office posts) Department of Transport and Community Safety, Private Bag X9491, Polokwane, 0700 OR handed in at Phamoko Towers Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699.
Capricorn District, 39 Church Street, Polokwane, The Director, Private Bag X 9324, Polokwane 0700, Tel No 073 170 6748
Sekhukhune District, Lebowakgomo Govt. Complex. The Director, Private Bag X 61, Lebowakgomo,0737, Tel No 015 633 5150
Waterberg District, NTK Building, Modimolle, 84 CNR Limpopo Street & Thabo Mbeki Street, The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 718 2300/2311/2310.
Mopani District, Giyani Govt, Complex. The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000.
Vhembe District, Thohoyandou Govt. Complex the Director, Private Bag X 2145, Sibasa, 0970, Tel No 015 960 3000 Enquiries: Ms. Amika Y: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maphoto S.M: 015 295 1163
CLOSING DATE : 07 November 2025 at 16h00
NOTE : Applications must be submitted via e-Recruitment system through the link at http://erecruitment.limpopo.gov.za and on new z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are to specify the centre on z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to

Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants are required to submit New Z83 and detailed CV. Only shortlisted applicants will be required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The employer reserves the right to fill or not to fill the posts. Failure to submit the requested documents will result in your application not being considered. Due to austerity measures the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only; due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

POST 39/209 : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: LDTCS H2/2025**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification NQF level 7 equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public/Business Administration/Management will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior management level in the relevant field. Valid driver's license (except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Strategy development skills, knowledge of strategic planning, knowledge of government planning and reporting legislation and cycle, quality assurance skills, Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Knowledge of Public service sector governance.

DUTIES : Provide leadership and strategic direction in the directorate. Manage the strategic planning process and coordinate policy development for the Department. Manage the monitoring and evaluation of the departmental performance. Manage and coordinate service delivery improvements and customer care services. Manage the component's resources against its strategic objectives.

ENQUIRIES	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015)294 8401
POST 39/210	:	**DIRECTOR: INFORMATION TECHNOLOGY REF NO: LDTCS H3/2025**
SALARY	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
CENTRE	:	Head Office (Polokwane)
REQUIREMENTS	:	An undergraduate qualification NQF level 7 in Information Technology/Computer Science as recognized by South African Qualifications Authority (SAQA). Proof of completion of the SMS pre-entry program (Nyukela) upon appointment,5 years' experience at a middle/senior managerial level in the IT field, Valid driver's license (except for people with disabilities).Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework and policies governing ICT in the public service, negotiations skills, Microsoft office suite, research and analyzing skills, leadership and decision making, integrity and ethics.
DUTIES	:	Provision and Management of ICT infrastructure, Development, enhancement and maintenance of Application Systems, Manage the provision on Business Solutions and Service delivery. Integrated governance and administration
ENQUIRIES	:	Ms. Amika Y Tel No: (015)295 1209, Ms. Mpe N.F Tel No: (015)294 8401
POST 39/211	:	**DIRECTOR: MOPANI DISTRICT REF NO: LDTCS M1/2025**
SALARY	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.
CENTRE	:	Mopani District (Giyani)
REQUIREMENTS	:	An undergraduate qualification NQF level 7 equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Management will be an added advantage. Proof of completion of the SMS pre-entry program (Nyukela) upon the appointment 5 years' experience at middle/senior management level in the Administration field, Valid driver's license (with the exception of people with disabilities).Core And Process Competencies Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
DUTIES	:	Manage Transport Regulation Services, Manage Transport Operations services, Manage Provincial Secretariat for Police Services, Manage Government Fleet services, Manage Corporate Management services, Manage Financial Management services.
ENQUIRIES	:	Ms. Baloyi C Tel No: (015) 811 7022: Mr. Banyini N.G Tel No: (015) 711 7019

OTHER POSTS

POST 39/212	:	**DEPUTY DIRECTOR: TRANSPORT SAFETY PROMOTION REF NO: LDTCS H4/2025**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's

contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification NQF level 6 or equivalent qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Management/Relations will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in the same field. Valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability 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. Knowledge And Skills: Knowledge of event planning processes, including venue selection, catering and logistics, marketing strategies which includes social media, advertising and public relations. Knowledge of event evaluation methods, budgeting, financial planning, cost control, risk management strategy, which includes, risk assessment, mitigation and contingency planning. Team management skills, leadership skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Interpersonal, high-level report writing and computer skills.

DUTIES : Manage road safety dialogues and outreaches, jointly with all relevant stakeholders and entities. Management of staff, promote all road safety events in the department and budget management. Manage school safety programs, district awareness campaigns/activities and related programs. Manage public participation surveys on road accidents prevalences in routes across communities.

ENQUIRIES : Ms. Amika Y Tel No: (015)295 1209, Ms. Mpe N.F Tel No: (015)294 8401

POST 39/213 : **DEPUTY DIRECTOR: GOVERNMENT FLEET REF NO: LDTCS W1/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE : Waterberg District (Modimolle)

REQUIREMENTS : An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport/Fleet/Logistics will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in the same field. Valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability 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. Knowledge And Skills: Knowledge of cost control, risk management strategy, which includes, risk assessment, mitigation and contingency planning. Team management skills, leadership skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Interpersonal, high-level report writing and computer skills.

DUTIES : Manage Government fleet services. Manage maintenance and repairs services, Manage subsidised motor transport services, Manage unserviceable government vehicles

ENQUIRIES : Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317

POST 39/214 : **CONTROL PROVINCIAL INSPECTOR: TRANSPORT REGULATION REF NO: LDTCS H5/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Traffic Law Enforcement, any other qualification in Road Traffic / Traffic

Management will be an added advantage.7-10 years' experience in Traffic Law enforcement, Five (5) years' experience of which three (3) years must be Chief Provincial Inspector/equivalent in Traffic Law enforcement. Valid driver's license, at least Code B (with exception of person with disability). No criminal record. Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyse the findings and make recommendations, understanding of the legislative framework governing the Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.

DUTIES : Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, and other related legislations. Manage the implementation of operational law enforcement plans. Manage registration and licensing services. Manage provision of traffic operational resources. Ensure effective and efficient leadership. Management of service delivery improvement in traffic management. Manage human resources. Financial Management. Ensure effective and efficient asset management. Manage Traffic Legislation development and compliance. Manage traffic information and management systems. Provide incident management systems. Manage traffic administration services.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

POST 39/215 : **CHIEF PROVINCIAL INSPECTOR: IN-SERVICE AND FIELD TRAINING REF NO: LDTCS H6/2024**

SALARY : R582 444 per annum (Level 10)
CENTRE : Limpopo Traffic Training College (Mutale)
REQUIREMENTS : Undergraduate qualification NQF level 6 equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Traffic Law Enforcement, Any other qualification in Road Traffic / Traffic Management will be an added advantage.3 - 5 years' experience at supervisory level,7-10 years working experience in the traffic law enforcement field. Valid driver's license (with exception of persons with disabilities), No criminal record. Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.

DUTIES : Manage Compliance with the Firearm Control Act 60 of 2000.Manage firearms and ammunitions. Ensure effective and Efficient Leadership. Manage Service delivery improvement. Manage Human Resources & Financial management. Ensure effective and Efficient Asset management.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

POST 39/216 : **CHIEF ARTISAN GRADE A: MECHANICAL SERVICES REF NO: LDTCS H11/2025**

SALARY : R480 261 per annum, (OSD)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An Appropriate Trade Test certificate in Diesel or Electromechanical. 5 years experience required as an Artisan Foreman. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application,

technical report writing and knowledge of occupational health and safety legislation.

DUTIES : Manage the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401

POST 39/217 : **ASSISTANT DIRECTOR: NATIS ADMINISTRATION AND TRAINING REF NO: LDTCS H7/2025**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Undergraduate qualification NQF level 6 equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport/Public Management/Administration will be an added advantage. 3 - 5 years' experience at supervisory level. Valid driver's license (with exception of persons with disabilities) Core and Process Competencies: Knowledge of relevant prescripts, understanding NaTis Security policy and procedures, Innovative thinking, Client Orientation and Customer Focus, Written and Verbal Communication Skills, Decision Making, Strong Leadership and Team building Skills, Planning and Organizing skills, Conflict Management and Project Management. Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service negotiations.

DUTIES : Provide NaTis Security support. Conduct training needs assessments and compile schedule for training. Assist with change management within NaTis. Ensure provision of NaTis equipment and stationery. Supervise subordinates and utilise resources in accordance with relevant legislation and directives.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

POST 39/218 : **ASSISTANT DIRECTOR POLICE OVERSIGHT REF NO: LDTCS S1/2025**

SALARY : R468 459 per annum (Level 09)
CENTRE : Sekhukhune District (Lebowakgomo)
REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Policing will be an added advantage, 3 - 5 years' experience at supervisory level in the same field, Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.

DUTIES : Assist in the management of service delivery complaints lodged against the SAPS in the Province. Conduct Court Watch Brief at Courts in the Province. Assist in the analysis of Court Watch Brief reports and make follow-up with police stations identified. Monitor the implementation of IPID recommendations by SAPS. Supervise subordinates within the sub-component.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

POST 39/219 : **ASSISTANT DIRECTOR: HIV/AIDS AND HEALTH AND PRODUCTIVITY MANAGEMENT REF NO: LDTCS H8/2025**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office (Polokwane)

REQUIREMENTS	:	Undergraduate qualification NQF level 6 in Nursing or Health related field as recognized by South African Qualifications Authority (SAQA). A qualification in HIV/AIDS counselling and management will be an added advantage. Compulsory Annual Registration with HPCSA, 3 - 5 years' experience at supervisory level in the same field. Valid Driver's Licence (with exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Computer literacy, policy development skills, strong leadership and team building skills, Problem solving, Client orientation and customer focus, Public relations, management skills, Interpersonal relations. Knowledge And Skills: Employee and Wellness policy framework, policy on reasonable accommodation, policy on special leave, National Development Plan, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations,
DUTIES	:	Co-ordinate, implement and monitor HIV and AIDS and TB and other Chronic conditions program within the Department. Co-ordinate the Health and Productivity management program with the Department. Render support to Districts' wellness co-ordinators, Limpopo Traffic college and management.
ENQUIRIES	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
POST 39/220	:	**ARTISAN PRODUCTION GRADE C (PANELBEATING) REF NO: LDTCS C3/2025**
SALARY	:	R332 061 per annum, (OSD)
CENTRE		Capricorn District (Seshego)
REQUIREMENTS	:	An Appropriate Trade Test certificate in Diesel or Electromechanical. 3-5 years' experience in the relevant field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.
DUTIES	:	Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.
ENQUIRIES	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
POST 39/221	:	**ADMINISTRATION OFFICER: ASSURANCE / FACILITATION SERVICES REF NO: LDTCS H9/2025**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office (Polokwane)
REQUIREMENTS	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Financial Management will be an added advantage. A minimum of two 2 years to experience in the same or related field. Valid driver's license (with exception of persons with disabilities) Core and Process Competencies Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge and Skills: Computer Literacy, PFMA, Organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing.
DUTIES	:	Monitoring adherence to Acts. Regulations and policies within the department. Inspection / Auditing of financial processes and assets. Investigate and follow-up on detected irregularities. Handling of management letters, provincial audit, audit queries and SCOPA report.

ENQUIRIES	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
POST 39/222	:	**ADMINISTRATIVE OFFICER: FACILITIES AND AUXILIARY SERVICES REF NO: LDTCS M2/2025**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Mopani District (Giyani) Targeting PWD
REQUIREMENTS	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge and Skills Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
DUTIES	:	Ensure provision of photocopier, Provision of telecommunication services, Supervise Cleaning services, Handle office furniture, Provide lease management.
ENQUIRIES	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Banyini G Tel No: (015) 811 7019
POST 39/223	:	**STATE ACCOUNTANT: FINANCIAL CONTROL (X2 POSTS)**
SALARY	:	R325 101 per annum. (Level 07)
CENTRE	:	Sekhukhune (Lebowakgomo) Ref No: LDTCS S2/2025 Vhembe (Thohoyandou) Ref No: LDTCS V1/2025
REQUIREMENTS	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
DUTIES	:	Administer Salary matters. Handle payment of Accounts. Do budget planning and financial monitoring.
ENQUIRIES	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 2335 ,Mr. Chabani T Tel No: (015) 960 3094
POST 39/224	:	**STATE ACCOUNTANT: EXPENDITURE REF NO: LDTCS H10/2025 (X2 POSTS)**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office (Polokwane)
REQUIREMENTS	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge and Skills Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

DUTIES	:	Process submitted claims and requests. Process payment of accounts within thirty days. Implement payment policies and standard operating procedures.
ENQUIRIES	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
POST 39/225	:	**STATE ACCOUNTANT: ASSET AND INVENTORY MANAGEMENT (X2 POSTS)**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Sekhukhune (Lebowakgomo) Ref No: LDTCS S3/2025 Vhembe (Thohoyandou) Ref No: LDTCS V3/2025)
REQUIREMENTS	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
DUTIES	:	Registration of Departmental Assets. Maintenance of Asset register. Updating of Inventory lists. Conduct disposal of obsolete and redundant assets.
ENQUIRIES	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401, Mr. Chabani T Tel No: (015) 960 3094
POST 39/226	:	**STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: LDTCS V4/2025**
SALARY	:	R325 101 per annum (level 07)
CENTRE	:	Vhembe District (Thohoyandou)
REQUIREMENTS	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities)Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.: Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
DUTIES	:	Monitor the implementation of the procurement plan. Draft specifications and terms of reference for required goods and services. Registration of suppliers into CSD System. Conduct prise anaylsis.
ENQUIRIES	:	Mr. Chabani T Tel No: (015) 960 3094
POST 39/227	:	**STATE ACCOUNTANT: REVENUE AND DEBT (X2 POSTS)**
SALARY	:	R325 101.per annum (Level 07)
CENTRE	:	Mopani District (Giyani) Ref No: LDTCS M3/2025 Vhembe District (Thohoyandou) Ref No: LDTCS V5/2025
REQUIREMENTS	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of two (2) to three (3) years to experience in the same or related field. Valid Driver's Licence (with exception of persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written

Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

DUTIES : Facilitate the creation and recovery of departmental debts. Reconciliation of revenue collected and debts. Monitoring and revenue collection and safekeeping of state funds. Ensure compliance to rules and regulations of revenue policies.

ENQUIRIES : Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019, Mr. Chabani T Tel No: (015) 960 3094

POST 39/228 : **ADMINISTRATIVE OFFICER: OPERATING LICENSES REF NO: LDTCS C1/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Capricorn District (Polokwane) Targeting PWD
REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.A qualification in Transport management or related will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.

DUTIES : Register Taxi Associations and non members. Arrange operating licenses board meetings. Verify vehicles ownership. Issue permits and operating licenses. Collect revenue.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

POST 39/229 : **ADMINISTRATIVE OFFICER: NATIS REF NO: LDTCS W2/2025**

SALARY : R325 101 per annum. (Level 07)
CENTRE : Waterberg District (Mokopane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership and programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.

DUTIES : Registration and licensing of vehicles. Issue drivers and learner's licenses. Issue roadworthy certificates. Issue special vehicles permits, motor trade numbers and allocate license numbers.

ENQUIRIES : Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317

POST 39/230 : **ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES (X3 POSTS)**

SALARY : R325 101 per annum (Level 07)
CENTRE : Polokwane: Capricorn Ref No: LDTCS C3/2025
Giyani: Mopani Ref No: LDTCS M3/2025
Thohoyandou: Vhembe Ref No: LDTCS V5/2025
REQUIREMENTS : An undergraduate qualification National Diploma (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities). Core and Process Competencies Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

DUTIES : Investigate matters related to illegal public transport operations. Inspect subsidized contract agreement and general permits. Monitor bus timetable and

routes. Inspect bus and taxi routes. Monitor scholar transport and animal-drawn carts.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401, Ms. Baloyi C Tel No: (015) 811 7022 Mr. Banyini G Tel No: (015) 811 7019, Mr. Chabani T Tel No: (015) 960 3094

POST 39/231 : **TRANSPORT SAFETY OFFICER (X3 POSTS)**

SALARY : R325 101 per annum (Level 07)
CENTRE : Makhuduthamaga: Sekhukhune Ref No: LDTCS S3/2025
Makhado: Vhembe Ref No: LDTCS V6/2025
Lephalale: Waterberg Ref No: LDTCS W3/2025
REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management/Road Safety will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Performance management, Research conducts, Public Relations, Community Development studies, financial management and PFMA, Labour Relations Act, Supply Chain management. Knowledge And Skills: Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.
DUTIES : Gather information of hazardous locations where and when required and do research to find solutions. Implement, facilitate and co-ordinate the implementation of roads safety education programs. Help with the planning of road safety awareness campaigns and projects, e.g Arrive Alive campaigns. Facilitate and coordinate the establishment of community road safety forums. Assist with road safety education and communication product development. Evaluate progress and submit monthly reports.
ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401, Mr. Chabani T Tel No: (015) 960 3094, Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317

POST 39/232 : **HUMAN RESOURCE PRACTITIONER REF NO: LDTCS M4/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Mopani District (Giyani)
REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Human Resource Management will be an added advantage. A minimum of 2 years to experience in the same or related field. PERSAL Certificate / results. Valid driver's license (with exception of persons with disabilities) Core and Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.
DUTIES : Administration of recruitment, selection processes, restructuring of packages and implementation of personal data. Administration of transfers, placement, relocation, secondments, and implementation of allowances. Administration and monitoring of leave matters. Administration of service benefits (long service, housing allowance, state guarantee, financial) and termination.
ENQUIRIES : Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019

POST 39/233 : **ADMINISTRATIVE OFFICER: CONTRAVENTION AND GENERAL ADMIN (X2 POSTS)**

SALARY : R325 101 per annum. (Level 07)
CENTRE : Vhembe (Mampakuil) Waterberg (Modimolle)
Vhembe Ref No: LDTCS V7/2025
Waterberg Ref No: LDTCS W4 /2025
REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same field. Valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer

Focus, Communication. Knowledge And Skills: Knowledge and understanding of Transport policies, Transport regulations, Conflict management, Computer literacy, Financial management and PFMA, Research conducts, Supply Chain Management, Labour relations Act, Performance management, Written and verbal communication skills, Public relations, Analytical skills, Interpersonal relations, Client orientation, Customer Focus, Teamwork, Planning and Organizing, Training and development skills.

DUTIES : Supervise and check the receiving and registering of summons on court roll. Supervise and check the collection of revenue on daily banking. Monitor court results and provide returns. Render general administrative support services. Check personnel and financial administration clerical support within the component

ENQUIRIES : Mr. Chabani T Tel No: (015) 960 3094 Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317

POST 39/234 : **ADMINISTRATION CLERK: NATIS REF NO: LDTCS W5/2025**

SALARY : R228 321 per annum (Level 05)
CENTRE : Waterberg (Mokopane)
REQUIREMENTS : Grade 12 or equivalent qualification. A qualification in Administration will be an added advantage. Computer Literacy. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Financial systems, Debtors management and Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

DUTIES : Registration and licensing of vehicles. Issue drivers and learner's licenses. Issue roadworthy certificates. Issue special vehicles permits, motor trade numbers and allocate license numbers. Render administrative duties. Collection of revenue.

ENQUIRIES : Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317

POST 39/235 : **ADMINISTRATION CLERK: CONTRAVENTION AND GENERAL ADMIN (X3 POSTS)**

SALARY : R228 321 per annum. (Level 05)
CENTRE : Capricorn Ref No: LDTCS C4/2025
Polokwane TS (X1 Post)
Polokwane TCC (X1 Post)
Mopani Ref No: LDTCS M5/2025)
(Tzaneen Ts) Targeting PWD (1 Post)
REQUIREMENTS : Grade 12 or equivalent qualification. Computer Literacy. A qualification in Financial Management will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, Computer Literacy.

DUTIES : Render general clerical and administration support services. Render financial support services. Render contravention services. Handle transport services.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401, Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019

POST 39/236 : **REGISTRY CLERK: RECORDS AND REGISTRY SERVICES (X5 POSTS)**

SALARY : R228 321 per annum (Level 05)
CENTRE : Head Office Ref No: LDTCS H12/2025 (X1 Post)
Capricorn Ref No: LDTCS C5/2025 (X1 Post)
Mopani Ref No: LDTCS M6/2025 (X3 Posts)
REQUIREMENTS : Grade 12 / NQF level 4 or equivalent qualification as recognized by SAQA. A qualification in Records/Archives management will be an added advantage. Computer literacy. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Client orientation, Customer focus, and communication, Job knowledge, Interpersonal relations, teamwork, flexibility. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data and operate computer, knowledge and understanding of

		the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge of the National Archives Act and the MIS prescripts and procedures.
DUTIES	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filling and records management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal.
ENQUIRIES	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401, Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019
POST 39/237	:	**FINANCE CLERK: CONTRAVENTION AND GENERAL ADMIN REF NO: LDTCS M7/2025**
SALARY	:	R228 321 per annum. (Level 05)
CENTRE	:	Mopani (Tzaneen Ts) Targeting PWD
REQUIREMENTS	:	Grade 12 or equivalent qualification. Computer Literacy. A qualification in Administration will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
DUTIES	:	Receiving and registration of summons. Collection of revenue. Placing summons on court rolls and follow up on court results. Capturing of summons on the system. Compile daily, weekly and monthly reports.
ENQUIRIES	:	Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019
POST 39/238	:	**ADMINISTRATION CLERK REF NO: LDTCS S6/2025**
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Sekhukhune District (Nebo Government Garage)
REQUIREMENTS	:	Grade 12 certificate or equivalent qualification as recognized by SAQA. A qualification in office management will be an added advantage. Valid driver's license Core and Process Competencies: Financial systems, Problem Solving, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, Computer Literacy.
DUTIES	:	Handle HR matters. Perform Auxiliary services for Government Garage. Handle transport matters. Handle store services.
ENQUIRIES	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
POST 39/239	:	**SWITCHBOARD OPERATOR REF NO: LDTCS S4/2025**
SALARY	:	R193 359 per annum (Level 04)
CENTRE	:	Sekhukhune District (Lebowakgomo) Targeting PWD
REQUIREMENTS	:	Grade 12 certificate or equivalent qualification as recognized by SAQA. Computer certificate will be an added advantage. Valid driver's license Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
DUTIES	:	Render switchboard services. Maintain switchboard system.
ENQUIRIES	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
POST 39/240	:	**DRIVER/OPERATOR REF NO: LDTCS M8/2025**
SALARY	:	R163 680 per annum (Level 03)
CENTRE	:	Mopani District (Giyani Government Garage)
REQUIREMENTS	:	Grade 12 certificate or equivalent qualification as recognized by SAQA. Public Driver Permit (PDP) will be an added advantage. 2 years driving experience. Valid driver's license Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information

		Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
DUTIES	:	Drive light and medium motor vehicles transporting passengers and other departmental items (mail and documents) Do routine maintenance on allocated vehicles and report defect timely. Complete all required and prescribed records and logbooks with regard to the vehicle and goods handled. Render messenger service in the relevant office.
ENQUIRIES	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Banyini G Tel No: (015) 811 7019
POST 39/241	:	**TRADESMAN AID REF NO: LDTCS V8/2025) (X2 POSTS)**
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Vhembe District (Sibasa Government Garage)
REQUIREMENTS	:	Grade 10 certificate or equivalent qualification as recognized by SAQA. Trade certificate will be an added advantage. 2 years driving experience. Valid driver's license Core and Process Competencies: Client orientation, Customer focus, Communication, Job knowledge, Interpersonal relations, teamwork, flexibility. Knowledge And Skills: Reading and writing skills, knowledge and understanding of mechanical tools and how to use them.
DUTIES	:	Assist Artisan with repairs. Clean workshop bay. Clean vehicles. Assist in Auction preparations.
ENQUIRIES	:	Mr. Chabani T Tel No: (015) 960 3094
POST 39/242	:	**GROUNDSMAN REF NO: LDTCS V9/2025 (X2 POSTS)**
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Vhembe District (Dzanani Ts)
REQUIREMENTS	:	Grade 10 certificate or equivalent qualification as recognized by SAQA. Core And Process Competencies: Client orientation, Customer focus, Communication, Job knowledge, Interpersonal relations, teamwork, flexibility. Knowledge And Skills: Reading and writing skills, knowledge and understanding of cleaning chemicals and tools and how to use them.
DUTIES	:	Clean the surrounding. Plant grass, trees and flowers. Load and offload goods.
ENQUIRIES	:	Mr. Chabani T Tel No: (015) 960 3094

ANNEXURE S

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF COMMUNITY SAFETY, SECURITY & LIAISON

APPLICATIONS	:	https://forms.cloud.microsoft/r/Rf2T3J3ian
CLOSING DATE	:	10 November 2025 at 16H15
NOTE	:	Applications on the new Z83 form shall be fully completed via e-recruitment system through a link provided above and upload a detailed Curriculum Vitae only. Copies of qualifications and other relevant documents shall be submitted by shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts, failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Communication will be done to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application has been unsuccessful.

OTHER POST

POST 39/243	:	**CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X8 POSTS)**
SALARY	:	R582 444 per annum (Level 10)
CENTRE	:	Moretele Ref No: DCSSL/01/25 Delmas Ref No. DCSSL/02/25 KwaMhlanga Ref No. DCSSL/03/25 Standerton Ref No. DCSSL/04/25 Volkrust Ref No DCSSL/05/2025 Mhala Ref No. DCSSL/06/25 Mapulaneng Ref No. DCSSL/07/25 Tonga Ref No. DCSSL/08/25
REQUIREMENTS	:	National Diploma NQF 6, 3-5 years' supervisory experience. 7-10 years' working experience in the Traffic Law Enforcement field. Valid driving license (A and EC). No criminal record.
DUTIES	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (Co-operative governance). Manage the implementation of operational law enforcement. Manage resources and provide leadership and direction to all subordinates. Identify and manage risk. Manage the performance of all administrative activities and related duties. Manage and administer the cost centre.
ENQUIRIES	:	Mr V Mathebula Tel No: (013) 766 4019 or Ms S Masango Tel No: (017) 811 1433 Ms N Mathebula Tel No: (013) 766 9152 or Ms A Seku Tel No: (013) 766 4905.
NOTE	:	It is the Departments' intention to promote representivity (race, gender, and disability)

ANNEXURE T

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department

APPLICATIONS	:	Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Southern Life Building, Cnr Du Toitspan and Chapel Street, Kimberley, 8300. Applications may be emailed to dtsl_recruitment.ncpg.gov.za
FOR ATTENTION	:	Ms.J.J.Jafta
CLOSING DATE	:	14 November 2025
NOTE	:	Note" in line with DPSA Circular 19 of 2022, (Only Z83 and CV are submitted, on other documents) the form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised post. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. 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. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form will lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered. "Note" in line with DPSA Circular 19 of 2022, applicants should submit applications on the new Z83 form only.

OTHER POST

POST 39/244	:	**DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER IN THE OFFICE OF THE MEMBER OF THE EXECUTIVE COUNCIL REF NO: S4.1/07/01** Directorate: Office of the Head of Department Re-advertisement, those who previously applied need not re-apply
SALARY	:	R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
CENTRE	:	Kimberley
REQUIREMENTS	:	Bachelor's degree in administration/ public administration and/or equivalent qualification at NQF level 6 three (3) years' experience applicable to the relevant discipline at Assistant Director level. Valid driver's license. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, Proven management competencies, Understanding of the Public Service Regulations and related prescripts.
DUTIES	:	Manage the administrative and coordination activities within the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/Executive Council support service to the Executive Authority.
ENQUIRIES	:	Mrs J Jafta at 069 224 6157

NOTE : Women and persons with disabilities are encouraged to apply.

ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. During the current financial year, the EE targets for the Department are: African Females for Persons with Disabilities on salary levels 8 to 10; African Females on salary levels 11 to 13. Indian Males on salary levels 7 to 12 positions. Candidates within these categories are encouraged to apply.

APPLICATIONS : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 018 200 8258 OR email to the relevant e-mail address associated with the post applied for.

CLOSING DATE : 07 November 2025 (Posted, Handed and E-mailed Applications must have reached The Department by 16h30 pm Walk-in and 00h00 Mid-night online, late applications as a rule are not accepted).

NOTE : Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for Online Submission must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted

candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualification's verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: https://www.thensg.gov.za. The appointee to SMS post must be in possession of such, prior to taking up the post. NB: Salary level 1 to 12: All shortlisted candidates will be subjected to practical exercise and integrity assessment test.

OTHER POST

POST 39/245 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 54/2025/26**
Directorate: Human Resource Management
This is a re-advertisement; candidates who previously applied are encouraged to Reapply)

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office- Mahikeng
REQUIREMENTS : Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Management/Public Administration/Administration/Industrial Psychology as recognised by SAQA coupled with three (3) to five (5) years relevant experience in Change Management of which two (2) years must be at a Practitioner/ Senior Practitioner Level (Level 7/8). A valid driver's license. Knowledge: Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. Knowledge of DPSA resolutions and guidelines. Change Management tools, principles and methodologies. Customer Care (Batho Pele Principles). Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy.
DUTIES : Coordinate the integration of Service Delivery Improvement Plans. Monitor the coordination of Change Management Engagement Programmes. Coordinate the implementation of Batho Pele programme within the Department. Monitor the Coordination and preparation of Departmental Annual Citizens Report. Conduct individual and organisational climate and culture surveys. Manage all performed administrative activities and key responsibilities of staff.
ENQUIRIES : Ms. K Twasing Tel No: (018) 200 8076
APPLICATIONS : E-Mail address: CSTMrecruitment12@nwpg.gov.za

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM
This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) e.g. Whites, Indians, Coloureds, Africans and other marginalized groups. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS : Completed newly subscribed Z83 application forms and the Comprehensive CV quoting the relevant reference number, may either be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2745 or use the correct Email as referenced in each advert,
E-mail: ApplicationsDEDECT1-7@nwpg.gov.za (1-7)
Email: ApplicationsDEDECT8-10@nwpg.gov.za (8-10)
E-mail: dedectapplications@nwpg.gov.za (11-15)
CLOSING DATE : 07 November 2025, (Posted, Handed and E-mailed Applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online (late submissions as a rule, will not be accepted).
NOTE : Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for Online Submission

must include Only Z83 Form and Updated Curriculum Vitae be in PDF Format, as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, the form is obtainable from any Public Service Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant, indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of Declaration must be signed, dated and initialed only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae and include three (3) names contactable referees. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in a sequence dates. Outline or provide sufficient information about related experience and key responsibilities with respective dates. Part B, C and D must be fully completed. Part E, F and G do not need to be completed if the CV has provided the updated information. Part F is compulsory to be completed for applicants seeking re-employment into Public Service. Please Note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: https://www.thensg.gov.za. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest. NB: All shortlisted candidate(s) for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommended candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 39/246 : **DIRECTOR: TOURIST GUIDING AND REGULATORY SERVICES REF NO: 01/DEDECT/ 2025/NW**

SALARY : R1 266 714 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate will be required to enter into an employment contract and performance agreement.

CENTRE : Head Office - Mafikeng

REQUIREMENTS : Matric (Grade 12) Certificate plus Bachelor's degree in Tourism Management, related field or equivalent (NQF Level 7). Must have at least minimum of five (5) years' experience in middle/senior managerial level. A valid driver's license. Competencies: Proven strategic planning and advance Project Management. Flexibility to work awkward hours and weekends, proven coordination and project management skills. Ability to work with diverse internal and external stakeholders. Advanced computer literacy such as excel and power point. Knowledge: In-depth knowledge in tourism related policies, strategies Extensive knowledge and understanding of the tourism value chain. In-depth knowledge of prescripts and processes applicable within the Public Service like

Public Financial Management Act. Good understanding of the Provincial Tourism dynamic.

DUTIES : Legislative appointment as Provincial Registrar and all related duties, Provincial Tourism Complaints Officer, Investigate and report on all the complaints and report to National, Represent the Province at the Registrars Forum at National. Management the Directorates Financial and Human Resources, strategic management, project and programme management, the development of systems for the registration of tourist guides across all the districts. Manage compliance with applicable legislative requirements for registration of tourist guides and tourism business. Manage and facilitate the resolution of tourism complaints. Administer the reported tourism complaints in liaison with the Director. Coordinate the implementation of training, capacity building programmes, workshops, seminars for tourist guides and/or tour operators etc. across the province. Coordinate the implementation of enforcement compliance awareness inspections with different stakeholders.

ENQUIRY : Ms Sarah Manone Tel No: (018) 388 5512
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

OTHER POSTS

POST 39/247 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS REF NO: 02 /DEDECT /2025/NW**

SALARY : R896 436 per annum (Level 11), (all- inclusive package)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Matric (Grade 12) certificate plus Bachelor's degree in Communications / Public Relations / Marketing / Journalism (NQF Level 7). Three (3) years' first level / middle management relevant experience. Competencies Knowledge: Knowledge: The Government Communication and Information System Government Communication strategies and policies; Public Finance Management Act; Public Service Regulations; Public Service Act; Public Service Code of Conduct; All Labour Legislations; Departmental policies and procedures; Corporate governance; Minimum Information Security Standard; Batho Pele Principles. Skills: Communication. Creative Writing. Editing and proofreading. Computer literacy. Management. Analytical. Project Management. Conflict Management.

DUTIES : Manage Internal Communications. Manage Corporate Identity, Publications and Graphic Design Services. Manage Website, Intranet and Social Media Pages. Manage Internal Event Services including promotional material. Manage resources in the Sub-Directorate.

ENQUIRIES : Mr Jeremiah Matebesi Tel No: (018) 388 1335
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/248 : **DEPUTY DIRECTOR: LIQOUR ADMINISTRATION REF NO: 03/DEDECT/2025/NW**

SALARY : R896 436 per annum (Level 11), (all- inclusive package)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Matric (Grade 12) Certificate plus bachelor's degree in law/public administration/ Business Administration/Management or equivalent (NQF 7). A minimum of 3 years' first level/middle management experience in the regulatory environment, experience in liquor related field will be an added advantage. A valid driver's license. Competencies Ability to interpret and apply policies and guidelines, preferably in legislative framework. Highly motivated analytical individual who has the ability to work independently. Good verbal and written communication skills. Excellent Organizational, planning and management skills. Computer literacy and research skills. Understanding of government policies. Good interpersonal and customers skills. Ability to work in a team and under pressure. Extensive knowledge and understanding of PFMA, PAJA, PAIA, POPIA the National and Provincial liquor legislation.

DUTIES : Manage and oversee the Liquor Administration Sub-directorate; Manage the overall Administration pertaining to applications of liquor licenses and ensure implementation of liquor legislation and policies. Ensuring all applications are received, recorded and validated. Monitor liquor application system and generate reports. Manage the provision of secretariat support and administrative services of the liquor board. Manage all correspondences and complaints. Ensure that all board resolutions are communicated.

		Understanding on implication of court papers. Communicate with all relevant stakeholders. Manage the finances of the sub unit. Manage the provision of liquor renewals and revenue services. Submit monthly and quarterly reports.
ENQUIRIES	:	Ms. Khumo Taoana Tel No: (018) 388 5959
APPLICATIONS		Use the correct E-mail: dedectapplications@nwpg.gov.za
POST 39/249	:	**DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 04/DEDECT/2025/NW**
SALARY	:	R896 436 per annum (Level 11), (all- inclusive remuneration package)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus Bachelor's Degree in Social Work/Psychology or equivalent. (NQF 7) Minimum three (3) years' first level/middle management experience in Employee Health and Wellness (EHW) environment. Registration with Health Professions Council of South Africa (HPCSA) or South African Council for Social Services Professions (SACSSP). Must be in possession of a valid driver's licence. Competencies: Knowledge of Employee Health and Wellness Strategic Framework in the Public Service and its related policies. Knowledge of Occupational Health and Safety Act, and COIDA Act Problem solving and good communication skills. Planning and organising skills. Writing and analytical skills. Computer literacy. Facilitation and presentation skills. Project Management skills.
DUTIES	:	Manage the implementation of Occupational Health, Safety and Environmental Management strategies and programmes. Manage the implementation of HIV and AIDS, TB and other communicable diseases. Ensure implementation of prevention, support and treatment care programmes. Manage the implementation of Health and Productivity Management programmes. Manage and facilitate the implementation of the Employee Health and Wellness Management programmes. Develop Policies and Standard Operating Procedures to guide the implementation of (EHW); HIV, TB and STI's; Safety, Health, Environment, Risk and Quality; as well as; Health and Productivity Management programmes. Management of staff.
ENQUIRIES	:	Mr. Vuyisile Mkhokheli Tel No: (018) 388 5008
APPLICATIONS		Use the correct E-mail: dedectapplications@nwpg.gov.za
POST 39/250	:	**DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND CO-ORDINATION MEC SUPPORT REF NO: 05/DEDECT/2025/NW**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
CENTRE	:	Head Office Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus appropriate bachelor's degree or equivalent. (NQF7) A minimum of three (3) year's first level/middle management relevant experience. Competencies: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the administrative processes in the Office of the Executive Authority. Proven management competencies. Report writing skills. Presentation skills. Computer literacy. Problem solving skills.
DUTIES	:	Manage the administrative and coordination activities within the office of the Executive Authority. Manage the procurement and maintenance of equipment's and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.
ENQUIRIES	:	Mr. Vuyisile Mkhokheli Tel No: (018) 388- 5008
APPLICATIONS		Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/251	:	**DEPUTY DIRECTOR: TOURISM GROWTH AND DEVELOPMENT REF NO: 06/DEDECT/2025/NW**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
CENTRE	:	Dr Ruth Mompati Segomotsi Mompati
REQUIREMENTS	:	Matric (Grade 12) Certificate plus Bachelor's Degree in Tourism Management,/ Development Studies, /Sustainable Development or equivalent. (NQF7) Minimum of 3 years first level/middle management relevant experience. Stakeholder co-ordination and management at provincial and local level. Advanced project management expertise. Advanced Knowledge of the Tourism industry, related Legislation and Policies. A valid driver's license. Competencies /Knowledge/Skills: Knowledge in tourism related policies, strategies and guidelines. In-depth knowledge of government planning, norms, standards and applicable legislation. Public service finance management and reporting systems. Project management techniques, systems. Risk Management. Project management. Proven strategic planning. Planning and organizing skills. Research and analyzing skills to be able to interpret the feasibility study, viability studies and market intelligence predicting which direction tourism development should take. Presentation skills. Financial Management. Excellent Communication skills. Negotiation skills. Good computer literacy.
DUTIES	:	Undertake tourism development needs assessment in the district. Design and roll out support measures to enhance tourism development and promotion in the district. Coordinate the Departments programmes and activities in the districts. Develop and roll out an effective tourism stakeholder framework and advisory system. Attend and present plans, strategies of the department at district and local structures. Manage the operations of the district office.
ENQUIRIES	:	Mr Tlhopane Nthatisi Tel No: (018) 388 5970
APPLICATIONS		Use the correct E-mail: dedectapplications@nwpg.gov.za
POST 39/252	:	**MANAGER IN THE OFFICE OF THE HOD REF NO: 07/DEDECT/2025/NW**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus bachelor's degree in public administration/or Equivalent (NQF7) Minimum of three (3) years' first level/middle management Experience in Related Field. Proven experience in supervisory position preferable in the office of the Executive management/ Accounting officer. Driver's Licence. Competency: Report Writing Skills. Good Verbal and Written Communication Skills. Understanding and Interpretation of Public Service Policy and Cluster System. Strategic Planning. Good Interpersonal Customer Relations Skills. Computer Operational Skills and Knowledge of Microsoft Programmes. Financial Management. Ability to Work as a Team and Under Pressure.
DUTIES	:	Manage The Incoming and Outgoing Documents and Correspondence in the Office of HoD. Liaise With Internal Clients and Other Relevant Stakeholders for Information. Provide Administration Support and Secretariat Services to the HoD. Prepare Annual Schedule to Facilitate and Coordinate H.O.D Meeting. Manage the HoD 'S Office Budget and ensure that Procurement of Goods and Services Is in line with the procurement legislative framework.
ENQUIRES	:	Mr. Vuyisile Mkhokheli Tel No: (018) 388 5008
APPLICATIONS		Use the correct E-mail: dedectapplications@nwpg.gov.za
POST 39/253	:	**DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 08/DEDECT/2025/NW**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus three (3) year auditing tertiary qualification or equivalent (NQF 7), three (3) years' first level/middle management experience in the relevant field. Auditing experience with completed articles will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of treasury regulations, Knowledge of public services regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good communication skills, computer skills, writing skills, accounting skills and auditing skills.

DUTIES : Manage the development and monitor implementation of standard operating procedures, policies, and administrative controls to ensure compliance. Identify potential strategic and operational risks in the financial management environment, recommend, and implement mitigation strategies. Manage processes to detect, prevent and report losses, fruitless, wasteful, and irregular expenditure. Ensure coordination of internal and external audits in the office. Ensure the implementation of improvement plans. Management of fraud and loss factors. Manage the retention of financial records.

ENQUIRIES : Mr. Oduetse. Diutlwileng Tel No: (018) 388 5927
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/254 : **SCIENTIST PRODUCTION GRADE B – ECOLOGIST REF NO: 09/DEDECT/2025/NW**

SALARY : R866 304 per annum, (OSD Determination)
CENTRE : Head Office – Mahikeng
REQUIREMENTS : Matric (Grade 12) Certificate plus M.Sc. Biological science or Conversation Biology. Minimum of 14 years' experience in Ecology as scientists. Working experience in a government or research environment is required, as is proven experience in running conservation related projects. Valid drivers' license code 08 (EB). Must be registered with SACNASP in relevant field as required by OSD. Competencies: Through understanding of Ecology principles in the fields of Zoology, botany and conservation biology focusing on herbivores. Thorough understanding/experience of the application, evaluation and implementations of carrying capacity models. Through understanding/experience of conducting ecological surveying techniques collecting data for modelling purposes. Thorough understanding of the principles and application of GIS. Sound understanding of the principles of experimental design and statistics. Ability to manage, motivate and mentor staff to ensure maximum productivity and optimal development of skills. Demonstrate the ability to effectively communicate and interface with a wide variety of stakeholders (public, scientists, staff etc.) including the ability to chair meeting, run workshops, deliver scientific and popular papers. Strategic thinker with the ability to priorities and adapt according to circumstances. Knowledge of CITES and RED DATA species. Ability to work effectively as a leader and part of multi-disciplinary teams. Must be physically fit and willingly and able to undertake strenuous fieldwork.

DUTIES : Provide sound ecological information on herbivores as an ecologist and advice to Department on all aspects of biodiversity conservation, biodiversity projects and relevant legislative inter actions. Initiate, coordinate and undertake biodiversity research projects and programmes that provide information contributing to better understanding of species and ecosystems and that support conservation management decisions. Design and undertake monitoring programmes to evaluate conservation goal attainment and the effectiveness of management interventions.

ENQUIRIES : Mr. Willem Boshoff Tel No: (018) 389 5204
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/255 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A (ENVIRONMENTAL INFORMATION MANAGEMENT AND REPORTING) REF NO: 10/DEDECT/2025/NW**

SALARY : R612 480 per annum, (OSD Determination)
CENTRE : Head Office – Mahikeng
REQUIREMENTS : Matric (Grade 12) Certificate plus 4-year degree (NQF 7) majoring in the field of Information Management or Environmental Management or equivalent. Minimum of ten (10) years' experience in environmental management and information management. Experience in use of spatial data. Valid drivers' licence code 08 (EB). Competencies: Knowledge on environmental indicators. Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions. Knowledge of various other national, local and provincial government laws, strategies and plans affecting the environment (e.g. NDP, PDP, EIP). General awareness of environmental issues. Knowledge on Public Service delivery and of Batho Pele principles. Advanced computer literacy in MS Office (MS Word, MS Excel, and MS Outlook). Experience in the use of GIS software. Good verbal and written communication skills. Environmental indicators framework. Database management. Data processing

and interpretation skills. Managerial skills: project Management skills, financial management analytical skills. Time management skills. Conflict management skills. Report writing skills. Personal attributes: conscientious, dedicated, innovative, organised and ability to meet deadlines. Ability to work in a team and independently.

DUTIES : Provide effective reporting services for the Programme Environmental Services eg. Reporting on implementation of the Environmental Sector Local Government Implementation Plan, Compilation and submission of departmental Monthly, Quarterly and Annual reports for Chief Directorate. Liaise with stakeholders on all aspects of environmental reporting. Coordinate Strategic Planning activities for the Chief Directorate. Develop an integrated state of the environment reporting system including the collection of data and development of provincial environmental performance indicators. Support the state of environment reporting at local level. Participate and provide input into relevant National and Provincial Forums. Develop and maintain an integrated Environmental Information Management System, including GIS, to support reporting, spatial information, environmental permitting, impact assessments and various information systems as required by legislation. Overall management of information management system projects and other related projects. Mapping, storage and processing of spatial data in line with the District Development Model and DPME guideline. Perform administrative duties related to the post and assist with budget inputs and planning. Manage staff and resources within the sub-directorate.

ENQUIRIES : Ms Tharina Boshoff at 079 511 2320
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/256 : **CONTROL BIODIVERSITY OFFICER: GRADE A BIODIVERSITY PERMITTING AND CRIMINAL INVESTIGATIONS REF NO: 11/DEDECT/2025/NW**

SALARY : R612 480 per annum, (OSD Determination)
CENTRE : Mahikeng
REQUREMENTS : Matric (Grade 12) Certificate plus Bachelor's degree (NQF7) in Nature Conservation in Nature Conservation/Environmental Management Sciences/Natural Sciences or equivalent Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage At least three (3) years' experience in Biodiversity Regulatory at supervisory level A valid driver's license. Competencies: Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, cites and threatened or protected species Criminal Case Management competencies Ability to testify and adduce evidence in court Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act Conversant with contents of legislative frameworks governing biodiversity management and conservation Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.

DUTIES : The successful candidate will be required to manage Biodiversity Permitting and Investigation Sub-directorate of the North West Province Management of nature conservation based investigations and the permitting processes within the Province Management and generation of the provincial biodiversity permitting, administrative and criminal cases statistics for reporting purposes at both provincial and national levels Management of the provincial elephant tusk and rhino horn stock Establish and manage provincial wildlife crime forums with various stakeholders, and facilitate of the intelligence driven investigation processes Represent the province at national and international forums Biodiversity Prepare monthly, quarterly and annual reports.

ENQUIRIES : Mr Jonathan Denga Tel No: (018) 389 5527
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/257 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: WASTE MANAGEMENT REF NO: 12/DEDECT/2025/NW**

SALARY : R612 480 per annum, (OSD Determination)
CENTRE : Head Office Mahikeng
REQUIREMENTS : Matric (Grade 12) Certificate plus Minimum of three(3) Year Degree in Environmental Management/ Science or Natural Science or equivalent. Minimum of 4 years' appropriate experience in an area after obtaining the relevant qualification. Competencies: Environmental legislation, regulations

and policy formulation. Monitoring techniques for waste facilities. Basic knowledge of environmental issues, Interpretation of legislation, good communication skills (verbal and written), Project management skill, Problem-solving, Computer literacy, report-writing and evaluation skills; ability to work under pressure, time conscious, teamwork, dedicated and trustworthy. It is compulsory to have driver's license. Basic GIS is as added advantage.

DUTIES : Manage the development and implementation of Provincial integrated waste management plans (IWMP); Support municipalities and industries in the development and implementation of their Integrated Waste Management Plans (IWMPs). Manage the implementation of strategies and programs to promote the waste management hierarchy. Manage response to emergency incidents and complaints pertaining to waste activities. Management and evaluation of the Waste Management License applications (including Section 24 G, Basic Assessment Report, Scoping Reports, Variations, Renewals, Reviews, Surrender and Registration of Waste management activities with Norms and Standards) and undertake site inspection, in reaching legally defensible decision within operational plan timeframe and uploaded on National Environmental Authorization System. Manage the implementation of Waste Information system in the province. Perform and manage administrative and related functions.

ENQUIRIES : Ms. Basadi Moselakgomo at 072 240 5551
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/258 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A (CLIMATE CHANGE) REF NO: 13/DEDECT/2025/NW**
(12 Months contract)

SALARY : R612 480 per annum, (OSD Determination)
CENTRE : Mmabatho
REQUIREMENTS : Matric (Grade12) certificate plus four-year degree in Environmental Sciences (Natural/Physical/Environmental Sciences). Minimum of ten (10) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license). Competencies Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.

DUTIES : Oversee project management, human resource management and financial management of the sub-directorate. Coordinate climate change policy development processes, programmes, projects and initiatives at departmental and provincial levels. Develop legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan are met. Integrate climate change considerations into strategies and planning processes at provincial and local government levels. Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Lead stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Provide leadership, human resource and financial management to the sub-directorate, including project management, budgeting, expenditure and procurement processes. Prepare and to E submit monthly and quarterly reports and contribute to planning and evaluation processes.

ENQUIRIES : Ms Tharina Boshoff at 079 511 2320
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/259	:	**SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF 14/DEDECT/2025/NW** (This is a re-advertisement, candidates who previously applied are encouraged to re-apply)
SALARY	:	R556 356 per annum, (OSD Package)
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	Grade 12 Certificate or equivalent plus LLB Degree or equivalent relevant qualification. At least eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid driver's license Competencies: Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. Skills: Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.
DUTIES	:	Study the impact and implications of Legislations and Regulations and advice the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions.
ENQUIRIES	:	Adv. Itumeleng Mosiapoa Tel No: (018) 388-5839
APPLICATIONS		Use the correct E-mail: dedectapplications@nwpg.gov.za
POST 39/260	:	**ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ADAPTATION REF NO: 15/DEDECT/2025/NW** (12 Months contract)
SALARY	:	R498 816 per annum, (OSD Determination)
CENTRE	:	Head- Office – Mahikeng
REQUIREMENTS	:	Matric (Grade12) certificate plus four-(4) year's degree in Environmental Sciences (Natural/Physical/Environmental Sciences) Minimum of five (5) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license Competencies: Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.
DUTIES	:	Guide and co-ordinate elements of the development and implementation of climate change policies, procedures, systems and guidelines with a specific focus on adaptation. Support the development of legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan are met. Support the integration of climate change into strategies and planning processes at provincial and local government levels.

Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Support stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.

ENQUIRIES : Ms Tharina Boshoff at 079 511 2320
APPLICATIONS Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/261 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: MITIGATION REF NO: 16/DEDECT/2025/NW**
(12 Months contract)

SALARY : R498 816 per annum, (OSD Determination)
CENTRE : Mmabatho
REQUIREMENTS : Matric (Grade 12) certificate plus four-year degree in Environmental Sciences (Natural/Physical/Environmental Sciences). Minimum of five (5) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license. Competencies: Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.
DUTIES : Guide and co-ordinate elements of the development and implementation of climate change policies, procedures, systems and guidelines with a specific focus on mitigation (energy efficiency, renewable and cleaner technologies). Support the development of legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan are met. Support the integration of climate change into strategies and planning processes at provincial and local government levels. Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Support stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.
ENQUIRIES : Ms Tharina Boshoff at 079 511 2320
APPLICATIONS Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/262 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 17/DEDECT/2025/NW**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Mahikeng
REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three (3) years auditing appropriate tertiary qualification (NQF level 6) or equivalent, a minimum of two (2) years' applicable experience to the relevant field of which 2 years must be at supervisory level. Competency: Auditing experience with completed articles will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of treasury regulations, Knowledge of public services regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good communication skills, computer skills, writing skills, accounting skills and auditing skills.

DUTIES	:	Development and monitoring the implementation of standard operating procedures, policies, and administrative controls to ensure compliance. Identify potential strategic and operational risks in the financial management environment, recommend, and implement mitigation strategies. Manage processes to detect, prevent and report losses, fruitless, wasteful, and irregular expenditure. Coordination of internal and external audits in the office Monitor the implementation of improvement plans. Management of fraud and loss factors. Manage the retention of financial records.
ENQUIRIES	:	Mr. Oduetse Diutlwileng Tel No: (018) 388 5927
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
POST 39/263	:	**ASSISTANT DIRECTOR YOUTH ECONOMIC EMPOWERMENT REF NO: 18/DEDECT/2025/NW**
SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus minimum of three (3)-years appropriate qualification (NQF Level 6) in Business Management / Business Administration / Commerce or equivalent. Minimum of two (2) years' related experience. Experience in civic organization or non-profit organization in youth advocacy. A valid driver's license. Competencies: Broad Knowledge and understanding of Youth Development, Macroeconomic Policies, Fiscal Policies and Public Policies. Good knowledge of the NWPG Developmental Priorities. Knowledge and understanding of Provincial Economic Development strategies and initiatives. Knowledge of National Economic Development policies and strategies. General knowledge of policy development and management. Knowledge and an understanding of the public sector environment. Broad knowledge of the programmes and activities of the Department, knowledge of socio-economic conditions that exist within the Economic Development field with particular emphasis to youth in business economic empowerment, Preferential Procurement Regulations and Youth Sector in general. Understanding of Dynamics of Youth development in NW Province, Youth Enterprise Strategy, Provincial Youth Economic. Developmental Priorities of Northwest. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct. Candidates should demonstrate excellent Skills in: Programme management, business planning, business analysis, financial management, strategic management, programme management and project management principles. Ability to transfer skills and knowledge and offer appropriate advice. Communication skills: Verbal and written (Setswana and English proficiency). Stakeholder's liaison skills. Management skills, research skills, presentation skills, interpretation of Statutes. Computer literacy. Language skills. Financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills. Good interpersonal skills, diversity management skills. Economic Transformation. Change leadership. Transformation. Knowledge of events management particularly Youth programmes.
DUTIES	:	Coordinate Youth in Business Economic Empowerment strategies funding and programmes in the province. Promote and facilitate Youth enterprise development through implementing and supporting Youth entrepreneurial projects. Coordinate and facilitate Youth Enterprise Skills development and employment initiatives. Develop policies, strategies and programmes aimed at improving service delivery for youth enterprises. Represent the Department in Provincial and National Youth Development and Advocacy initiatives.
ENQUIRIES	:	Ms. Carol Rasego Tel No: (018) 388 6054
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

POST 39/264	:	**ASSISTANT DIRECTOR: LIQOUR ADMINISTRATION REF NO: 19/DEDECT/2025/NW**
SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	Head office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus minimum of three (3) year (NQF 6) qualification or equivalent in Policing/Public Administration/Business Administration/Management or related field. A minimum of two (2) years' experience in the regulatory environment/ liquor related or law enforcement field. A valid driver's license. Competencies: Knowledge of government policies, Good Administration and Organizational skills. Accuracy and attention to details. Good verbal and written communication skills. Good interpersonal and customer relation skills. Highly motivated analytical individual who has the ability to work independently. Ability to work in a team, long hours and under pressure. Report writing skills. Broad Knowledge and understanding of PFMA, PAJA, PAIA, POPIA, National and Provincial Liquor legislation.
DUTIES	:	Manage the overall administration pertaining to applications of liquor licenses and ensure implementation of liquor legislation and policies, including supervision of staff. Ensuring all applications are received, recorded and verified. Monitor liquor application system and generate reports. Ensure all applications are forwarded to the board for adjudication. Ensure that all outcomes are communicated. Compile a database for all liquor traders, ensure and supervise liquor renewals and revenue services. Compile monthly and quarterly reports.
ENQUIRIES	:	Ms Khumo Taoana Tel No: (018) 388 5959
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
POST 39/265	:	**ASSISTANT DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: 20/DEDECT/2025/NW**
SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Policing/Public Administration/Business Administration/ Management or equivalent. Accredited Peace Officer certification. A two (2) year experience in regulatory environment and experience in liquor-related field will be an added advantage. A valid driver's license. Competencies: Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy. Understanding of government policies. Ability to work in a team and under pressure. Extensive knowledge of liquor legislation, in particular National and Provincial liquor Act. Organizational, planning and management skills. Ability to act with integrity. Excellent interpersonal and customer relations. Must be conversant with government prescripts. i.e PFMA and Code of Conduct for Public Service. Ability to work in a team, long hours and under pressure. Report writing skills. Broad Knowledge and understanding of PFMA, PAJA, PAIA, POPIA.
DUTIES	:	Manage the compliance and enforcement sub unit, ensure the Conducting of routine and joint compliance inspections on both National and Provincial Liquor legislations to ensure compliance with the Liquor related legislation. Conduct raids operations on both licenced and unlicensed outlets as and when required. Consolidate weekly, monthly and quarterly reports. Consolidate provincial liquor outlets database. Manage the team to curb non-compliance. Ensure that initial and final inspections are conducted. Liaise with relevant stakeholders. Conduct inspections/ investigations in loco on behalf of the board and compile a comprehensive report. Facilitate, execute warrant of arrest and testifying in a court of law.
ENQUIRIES	:	Ms. Khumo Taoana Tel No: (018) 388 5959
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
POST 39/266	:	**ASSISTANT DIRECTOR: ECONOMIC SECTOR DEVELOPMENT REF NO: 21/DEDECT/2025/NW**
SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in the field of Economic Sector Development / Finance or equivalent. Experience in economic development / project management will be

an added advantage. A minimum of three (3) years' work experience in economic development-related field. A valid driver's license. Competencies: Broad knowledge and understanding of South African economic policy, strategy and legislation applicable to economic development. Knowledge of the North West Economy. Knowledge of national and provincial economic development policies and strategies. Skills and Knowledge: Economic analysis skills. Ability to interpret and apply policy. Basic research skills. Report writing skills. Presentation skills. Application of project management principles to development planning. Good verbal/written communication skills. Innovative thinker. Ability to work in a team.

DUTIES : Identify needed interventions in provincial priority sectors (mining, manufacturing, agro-processing, tourism, alternative energy). Drafting of guidelines for the implementation of policies and strategies for sector development. Coordinate the piloting of sector development programmes. Coordinate the implementation of programmes to promote industrial development. Liaise with all spheres of government and all stakeholders on economic sector initiatives. Facilitate and coordinate economic sector development activities to support sector development. Evaluate the implementation of priority sector strategies.

ENQUIRIES : Mr. Wellington Molokele Tel No: (018) 388 5833

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/267 : **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: 22/DEDECT/2025/NW**

SALARY : R468 459 per annum (Level 09)

CENTRE : Head Office – Mahikeng

REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in the field of Economic Trade Development / Finance or equivalent. Knowledge in the field of economic development, export and investment promotion. A minimum of two (2) years' work experience in economic development-related field. A valid driver's license. Competencies: Broad knowledge and understanding of South African economic policy, strategy and legislation applicable to economic development. Knowledge of the North West Economy. Knowledge of national and provincial economic development policies and strategies. Skills and Knowledge: Economic analysis skills. Ability to interpret and apply policy. Basic research skills. Report writing skills. Presentation skills. Application of project management principles to development planning. Good verbal/written communication skills. Innovative thinker. Ability to work in a team.

DUTIES : Provide support in the development and the implementation of export, investment promotion initiatives. Identify investment opportunities, scoping and packaging of investment projects. Profiling of investment projects. Provide support in identification, development and implementation of export trade and investment promotion initiatives. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Facilitate and coordinate trade and commerce activities to support industry development. Evaluate the implementation of trade and investment strategies.

ENQUIRIES : Mr. Wellington Molokele Tel No: (018) 388 5833

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/268 : **ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF NO: 23/DEDECT/2025/NW**

SALARY : R468 459 per annum (Level 09)

CENTRE : Head Office – Mafikeng

REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Graphic Design or equivalent. Two (2) years' relevant experience. Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and In Design (web and 3-D skills will be an added advantage). Must have ability to develop basic animation. Must have the ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good organisational and communication skills. The incumbent must have the ability to work paced environment. Should be highly motivated with an eye for detail.

DUTIES : The successful candidate will be responsible for collaborating with the internal communications manager on the overall look and feel for all design products and working as a graphic designer on various products as per brief. Conceptualising and handling visual execution of all design briefs. Handling creative jobs from concept through to print. Providing comprehensive briefs to photographers. Liaising with internal programmes, production houses, and advertisers and printing companies on production. Assisting with the management and development of the departmental corporate identity. Assisting with the management and mentoring of junior personnel in the unit.

ENQUIRIE : Mr. Zia Cassim Tel No: (018) 388 5999

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/269 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 24/DEDECT/2025/NW**

SALARY : R468 459 per annum (Level 09)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) NQF 6) qualification in Public Administration/Business Administration/Public Management or equivalent. Minimum of two (2) years relevant experience. Valid Driver's License. Job knowledge and skills: Knowledge of Government Legislative Frameworks and Strategic Planning. Knowledge of compilation, monitoring and evaluation of Strategic Plan, Operational Plan, Annual Performance Plan etc. Comprehensive knowledge and understanding of prescripts and processes applicable within the public service like Public Financial Management Act (PFMA) and Treasury Regulations. Knowledge of Policy Development & Implementation. Knowledge of Risk Management Strategies. Project Management, Presentation skills, Report writing and Analytical skills, Analytical skills, Communication and Interpersonal Relations skills.

DUTIES : Expedite the coordination and development of the Strat Plan. Facilitate and coordinates the development of the departmental Annual Performance Plan. Facilitate the coordination of the review of the departmental strategic planning. Facilitate the development and implementation of operational plans (MSTF). Review the departmental Monitoring and evaluation framework. Manage human and financial resource of the directorate.

ENQUIRES : Ms. Mavis Nels Tel No: (018) 388 2431
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/270 : **ASSISTANT DIRECTOR LOCAL ECONOMIC DEVELOPMENT REF NO: 25/DEDECT2025/NW**

SALARY : R468 459 per annum (Level 09)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Business Management / Business Administration / Commerce or equivalent. Minimum of two (2) years' relevant experience in Economic Empowerment field / Business Management environment / Corporate or Public Sector Military Veterans Economic Development Support. A valid driver's license. Competencies: Broad Knowledge and understanding of Youth Development, Macroeconomic Policies, Fiscal Policies and Public Policies. Good knowledge of the NWPG Developmental Priorities. Knowledge and understanding of Provincial Economic Development strategies and initiatives. Knowledge of National Economic Development policies and strategies. General knowledge of policy development and management. Knowledge and an understanding of the public sector environment. Broad knowledge of the programmes and activities of the Department, knowledge of socio-economic conditions that exist with the Economic Development field with particular emphasis to Military Veterans in business economic empowerment, Preferential Procurement Regulations and Military Veterans Sector in general. Understanding of Dynamics of military development in NW Province, Military Veterans business empowerment programme. Developmental Priorities of Northwest. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks,

policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct. Candidates should demonstrate excellent Skills in: Programme management, business planning, business analysis, financial management, strategic management, programme management and project management principles. Ability to transfer skills and knowledge, and offer appropriate advice. Communication skills: Verbal and written (Setswana and English proficiency). Stakeholder's liaison skills. Management skills, research skills, presentation skills, interpretation of Statutes. Computer literacy. Language skills. Financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills. Good interpersonal skills, diversity management skills. Economic Transformation. Change leadership. Transformation. Knowledge of events management particularly empowerment programs.

DUTIES : Coordinate Military Veterans in business Economic Empowerment strategies funding and programmes in the province. Promote and facilitate Military Veterans enterprise development through implementing and supporting Youth entrepreneurial projects. Coordinate and facilitate Youth Enterprise Skills development and employment initiatives. Develop policies, strategies and programmes aimed at improving service delivery for youth enterprises. Represent the Department in Provincial and National Youth Development and Advocacy initiatives.

ENQUIRIES : Mr S. Maxhegwana Tel No: (018) 388 - 6054

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/271 : **SENIOR ADMIN OFFICER: LIQUOR ADMINISTRATION REF NO: 30/DEDECT/2025/NW**

SALARY : R397 116 per annum (Level 08)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Business Administration/ Management /Public Administration or equivalent. Minimum of one (1) to two (2) year experience in the regulatory environment. Experience in the liquor related field or law enforcement field will be an added advantage. Valid driver's licence. Competencies: Good verbal and written communication skills. Planning, organization and Presentation skills. Computer literacy and research skills. Understanding of Government policies. Good interpersonal and customer relations skills. Ability to work in a team, long hours and under pressure. Report writing skills. Knowledge and understanding of the National Liquor Act and Regulations, PFMA and Code of Conduct for Public Service.

DUTIES : Ensure verification of applications for board adjudication. Ensuring all applications are received, recorded and verified. Ensure all applications are forwarded to the board for adjudication. Issue approved liquor licenses and certificates. Ensure that all outcomes are communicated. Capture payments on the system, Identify and change status of lapsed licenses, update particulars on approved transfers and removal of licenses. Compile database of all active and lapsed liquor outlets. Supervision of all administration staff. Compile weekly, monthly and quarterly reports. Attend to client enquiries.

ENQUIRIES : Ms Khumo Taoana Tel No: (018) 388 5959

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/272 : **CONSUMER EDUCATION AND RESEARCH OFFICER REF NO: 31/DEDECT/2025/NW (X2 POSTS)**

SALARY : R397 116 per annum (Level 08)

CENTRE : Klerksdorp / Brits

REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Education / Communication / Public Administration or equivalent. One (1) to two (2) years experience in regulatory environment. A valid driver's license. Competencies: Good verbal and written communication skills. Presentation skills. Computer literacy and research skills. Understanding of Government policies. Good interpersonal and customer relations skills. Ability to work in a team and under pressure. Report writing skills. Broad

knowledge of the Consumer protection legislation in particular Consumer Protection Act and National Credit Act.

DUTIES : Disseminate information on consumer related matters by organizing and conducting education awareness programmes through road Shows/exhibitions; workshops and campaigns. Promote media literacy through media talk shows. Provide print and electronic communications to media. Continuously update consumer information brochures. Conduct research on consumer behaviour or other related matters. Work with other regulatory bodies on their consumer education initiatives. Partake in inter provincial activities.

ENQUIRIES : Ms. Shale Masetloa Tel No: (018) 388 5844

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/273 : **CONSUMER INVESTIGATING OFFICER REF NO: 32/DEDECT/2025/NW**

SALARY : R397 116 per annum (Level 08)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Para-Legal studies or LLB/ Bachelor of Commerce in Law. One (1) to two (2) years' experience in regulatory environment. Experience of consumer-related issues will be an added advantage. A valid driver's license. Competencies: Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy and research skills. Understanding of government policies. Good interpersonal and customers skills. Ability to work in a team and under pressure. Broad knowledge of the Consumer protection legislation, in particular Consumer Protection Act. Organizational, planning and management skills.

DUTIES : Assess complaints objectively. Evaluate the facts to establish whether there is a just cause consumer complaint. Conduct investigation/inquiries on consumer complaints. Conduct business compliance inspections. Mediate between consumers and businesses. Liaise with other regulators within consumer protection space. Conduct research on consumer issues. Give legal advice on consumer related issues and interpret contracts and other legal documents. Liaise with other stakeholders on consumer advocacy matters. Keep and maintain file records of consumer complaints.

ENQUIRIES : Mr. William Mpempe Tel No: (053) 928 0382

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/274 : **SENIOR PERSONNEL PRACTITIONER: HRD REF NO: 33/DEDECT/2025/NW**

SALARY : R397 116 per annum (Level 08)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Grade 12 Certificate or equivalent, plus three (3) years National Diploma/Degree (NQF 6/7) in Human Resource Development/Management. Two (2) years' experience in Training and Development (HRD) or public service. Knowledge: Knowledge in PERSAL administration. Sound knowledge of Skills Development and Public Service Legislations and Frameworks. Skills: Computer Skills (MS Word, Excel and Power Point). Proven skills in respect of data Analysis and Reporting Writing, Good Communications Skills (verbal and writing), Presentation Skills, training Coordination, budgeting and financial management skills. Ability to interpret directives and to work under pressure. Ability to work with a team and independently and maintain confidentiality. Valid Driver License and willingness to travel.

DUTIES : Facilitate the development and effect implementation of Workplace Skills Plan and the Departmental Training Plan. Coordinate departmental training programmes. Coordinate departmental Internship Programmes like Work Integrated Learning, Learnership, and also the establishment of Mentorship Programme. Conduct workshops, departmental and orientation programmes. Implement and facilitate Compulsory Induction Programmes to the new entrants to the Public Service. Administer departmental fulltime and part-time bursaries, coordinate Adult Education and Training (AET) and National Certificate Vocational (NCV) programmes. To align and be aware with the Department of Public Service Administration prescripts. Maintain training Database and record keeping in the PERSAL system. Compile Monthly, Quarterly and Annual Training Reports. Handle internal and external enquiries

		related to skills development. Serve as scriber at the Skills Development Committee Meetings.
ENQUIRY	:	Ms Ipeleng Letsholo Tel No: (018) 388 5905
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
POST 39/275	:	**SENIOR STATE ACCOUNTANT: SALARIES REF NO: 34/DEDECT/2025/NW**
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	Matric (Grade 12) certificate or equivalent plus appropriate recognized three-year National Diploma (NQF 6) in Financial Accounting. One (1) to two (2) years relevant experience in financial management or related field. PERSAL Salary Administration certificate. Competencies/Knowledge/Skills: Must have extensive knowledge of DORA, PFMA and Treasury Regulations. PERSAL system, Public Service Act and Performance Management Development System. Good communication skills. Interpersonal relations. Computer skills. Advance Microsoft excel and knowledge of BAS system will be added as advantage. Creative and innovative.
DUTIES	:	Provide administration of salaries. Approved deductions and EPWP stipends, and allowances for both permanent and temporary officials on PERSAL system. Monitor that all payroll reports are issued and returned on time. Capturing of IRP5 accumulations on PERSAL system and monthly manual tax deductions to be paid over to SARS at the end of each month (if applicable). Submission of EMP201 to SARS via e-filing before due date. Ensure that all salary related records/documents are safely kept in the storeroom.
ENQUIRIES	:	Mr. Benjamin Kgabi Tel No: (018) 388-5938
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
POST 39/276	:	**SENIOR TRADE ADVISOR REF NO: 35/DEDECT/2025/NW**
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate plus a recognised minimum National Diploma (NQF 6) in Business Management or equivalent. One (1) to Two (2) years practical work experience. A valid driver's licence. Competencies: Knowledge of the relevant statutory framework in the Public Service and other empowerment prescripts. The incumbent needs excellent computer literacy, competent analysis, communication, conflict resolution, problem-solving and interpersonal skills. Good knowledge of the NWPG Developmental Priorities. Knowledge of National Economic Development policies and strategies. Knowledge and an understanding of the public sector environment. Developmental Priorities of Northwest.
DUTIES	:	Facilitating entrepreneurs and economic empowerment planning and initiative, identifying and fostering entrepreneurs economic empowerment opportunities: facilitating and securing funding for economic empowerment activities and programmes; assisting local organisation, business and individual with establishing economic empowerment plans and project; and promoting entrepreneurship in order to expand economic development opportunities ; facilitation of access to market through ensuring the activity participation of enterprises in the international, national , provincial and regional and local exhibition. Facilitation of education, training and development opportunities in order to empower enterprises including establishment of incubation programmes and linkage to various trade and investment opportunities. Assist entrepreneurs to gain access to funding in order to establish and expand their enterprises. Facilitation of product development for enterprises.
ENQUIRIES	:	Mr.Samkele Maxhengwana Tel No: (018) 388-6005
APPLICATIONHS	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
POST 39/277	:	**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE REF NO: 26/DEDECT/2025/NW** (12 Months contract)
SALARY	:	R343 842 per annum, (OSD Determination)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Matric (Grade 12) certificate plus Post-Graduate Degree (eg Climate Change Related, Environmental Management, Environmental Education, Environmental Law; Natural sciences; Planning). Valid driver's license.

Competencies: Knowledge of: Development and/or implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; General awareness of environmental issues. Relevant skills: Written and Administrative skills (Report writing and Minute taking); Verbal communication skills and Computer literacy. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.

DUTIES : Support elements of the development and implementation of climate change policies, procedures, systems and guidelines in line with the Climate Change Act 2024. Support tracking of progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan. Support the integration of climate change into strategies and planning processes at provincial and local government levels. Participate in research to support climate change policy development and decision-making. Serve as the Secretariat of the North West Provincial Climate Change Forum, including taking of minutes, distribution of documents and related logistical arrangements as required. Participate in relevant provincial, local and national climate change fora. Comment on legislation, policy and strategy relevant to the function and to integrate climate change principles within them. Support stakeholder consultations and capacity-building sessions within provincial and local government; Organise climate change workshops, seminars, conferences and meetings as required. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.

ENQUIRIES : Ms Tharina Boshoff at 079 511 2320

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/278 : **BIODIVERSITY OFFICER PRODUCTION GRADE A - C (DAMAGE CAUSING ANIMALS) REF NO: 27/DEDECT/2025/NW (X2 POSTS)**

SALARY : R343 842 – R586 665 per annum, (OSD Determination)

CENTRE : Mahikeng and Vryburg

REQUIREMENTS : Matric (Grade 12) Certificate plus B-Tech /B.Sc. in Natural Conservation or Natural Sciences /M.Sc./MTech will be an advantage. Minimum of 5 years' experience in problem animal management. A valid drivers' license. Competencies: Provide evidence (written with contract references and pictures) of shooting big 5 animals. Extensive experience in working with primates, reptiles and mammals especially large predators, hippo and rest of big five. Qualified professional hunter with big exemption. SAPS competency (rifle, shotgun, handgun and hand carbine) Computer literacy. A good understanding of statistics and ecological processes. Ability to work outdoors under various conditions. Be prepared to travel extensively and work long hours away from home. Be able to use scientific rules and methods to solve problems. Critical and innovative thinking and active listening skills. Basic understanding of geographical information systems.

DUTIES : Conduct problems animal based inspections on IUCN red data listed species and other within the province. Capture and relocate of IUCN Red Data listed species and other problem animals provincially. Biodiversity monitoring and data collection. Cites evaluations and recommendations, contribute to provincial biodiversity inventory (data collection, quarterly, analysis and interpretation). Prepare monthly, quarterly and annual reports. Prepare or participate in scientific and non-scientific articles and presentations. Represent the department on provincial and national committees, forums and working groups as requires. Have a proper background with regard to species and ecosystem management. Good understanding of conservation biology principles. Apply principles of NEMA in new Biodiversity and protected area Acts. Drafting of policies and other legislation as requires in this field.

ENQUIRIES : Mr. Willem Boshoff Tel No: (018) 389 5204

APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/279 : **ENVIRONMENTAL OFFICER PRODUCTION: GRADE A - C (REPORTING) REF NO: 28/DEDECT2025/NW**

SALARY : R343 842 - R586 665 per annum, (OSD Determination)

CENTRE : Head Office – Mahikeng

REQUIREMENTS	:	Matric (Grade 12) Certificate plus 4 year degree (or equivalent qualification) majoring in the field of Environmental Management or Information Management. Minimum of two (2) years' experience in environmental management or information management. Valid driver's license. Competencies: Knowledge on environmental indicators. Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions. Advanced computer literacy in MS Office (MS Word, MS Excel, and MS Outlook). Preferable experience in use of GIS software. Good verbal and written communication skills. Database management. Data processing and interpretation skills, analytical skills and report writing skills.
DUTIES	:	The consolidation of required statutory reports within Environmental Services Programme Contribute toward the Compilation, maintenance, expansion and update of the Provincial Environment Outlook Support the state of environment reporting at local level. Support the development and reporting on relevant Environmental Indicators. Provide support to the functioning of the Integrated Environmental Information Management System of the Environmental Services Programme. To perform administrative duties related to the post and assist with budget inputs.
ENQUIRIES	:	Ms. Tharina Boshoff at 079 511 2320
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
POST 39/280	:	**ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C DEVELOPMENT IMPACT MANAGEMENT UNIT REF NO: 29/DEDECT/2025/NW**
SALARY	:	R343 842 – R586 665 per annum, (OSD Determination)
CENTRE	:	Rustenburg
REQUIREMENTS	:	Matric (Grade 12) Certificate plus 3 Year Degree/ 3 Year Diploma in Environmental Management/ Science or Natural Science or equivalent. Minimum of 1 year relevant experience. Competency: Knowledge & understanding of National Environmental Management Act (NEMA) and its related EIA Regulations. Basic Knowledge of wide range of environmental legislation such as National Environmental Management: Waste Act, and National Water Act. Job Knowledge And Skills: Basic knowledge of environmental issues and GIS as added advantage, computer literacy, report-writing skills and evaluation skills. Interpretation of legislation, good communication skills (verbal and written), ability to work under pressure, time conscious, team work, dedicated and trustworthy. It is compulsory have driver's license.
DUTIES	:	To consider and evaluate Environmental Impact Assessment (EIA) and other environment related documents in the Bojanala Platinum District Municipalities. Evaluate applications for Environmental Authorization that is, Basic Assessment Reports, Scoping (SR) and Environmental Impact Assessment Reports (EIAR), S24 G Application Reports, application for Environmental Authorization Amendments, and undertake site inspection, in reaching legally defensible decision within operational plan timeframe. Provide information and procedural advise relating to environmental impact management, by reviewing documents and provide comments on applications related to EIA, such as, Business Rights/Subdivision, Basic Assessment Report/Environmental Management Programmes and Scoping Report/Environmental Impact Assessment Report received from other competent authorities/ sectors, and evaluation of EIA related queries. To evaluate and investigate the impact of other forms of development, through Implementation of Integrated Environmental Management (IEM) tools such as Environmental Management Framework (EMF) and Strategic Development Framework (SDF). Capture the application information into the NEAS (National Environmental Authorization System). Perform administrative and related functions. Prepare the applications status quo, update investigation diaries and site inspection reports.
ENQUIRIES	:	Ms. Gasewabone Ellis Nkau at 082 805 9591
APPLICATIONS		Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
POST 39/281	:	**SENIOR COMMUNICATIONS OFFICER: MEDIA LIAISON REF NO: 35/DEDECT/2025/NW**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office - Mahikeng

REQUIREMENTS	:	Matric (Grade 12) Certificate plus a minimum appropriate recognised three-year (3) (NQF 6) qualification in Communication, Journalism, or equivalent. Practical and relevant experience in external communication with a strong media focus; a minimum of one (1) to two (2) years of experience in similar environment. Competency/Skills: Must have excellent writing skills and an impeccable command of the English language; Good understanding of South African media; Must have sound inter-personal relations, negotiation skills and ability to communicate with stakeholders at all levels; Knowledge and skills in formulating and writing reports is essential; The successful candidate must also be computer literate (packages such as Microsoft, Excel, Power-Point, MS Word, E-mail, Internet); The applicant must be able to plan, organize, meet deadlines and work under pressure; Drivers licence is requirement; Must be willing and able to drive, to travel and work long hours including weekends and public holidays; Must be able to work well in a team; Financial, stakeholder and project management knowledge and experience is required.
DUTIES	:	The successful candidate will provide a media liaison function for the Department inclusive of, but not restricted to, daily media monitoring, Facilitating responses to media queries, arranging media briefings, providing media support to the Department at events; Assisting with updating media databases Drafting media plans and media exit reports, Drafting monthly reports; Assisting with the media audio clip function and other related media innovation services; Render a media writing function – this includes, but is not restricted to, the writing of media invitations, media statements, media articles/advertorials; Employ innovation in media communication to heighten the overall objective of raising awareness of Departmental issues, events and projects; Provision of general communication support inclusive of branding/ campaigns. Able to execute any other administrative or functions given by Assistant Director.
ENQUIRIES	:	Ms. Baabua Thukubi Tel No: (018) 388-5848
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
NOTE	:	NB: Applicants will be required to conduct exercise to demonstrate their writing skills.

POST 39/282	:	**PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: 36/DEDECT/2025/NW**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate and minimum three-year (3) NQF 6) appropriate Tertiary qualification in Human Resource Management or equivalent. One (1) to two (2) years' experience in Human Resource Management and Public Administration. Introduction to PERSAL Certificate. Competency: Knowledge of the PERSAL System administration. Competencies: Computer literary in MS Word, MS Excel and PowerPoint. Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
DUTIES	:	Implement Recruitment, Selection and Appointments: Receive and acknowledge applications, Profile applications, provide Secretarial services and render advice during the Selection process, Administer transport claims of Interview candidates, prepare Short-listing and Interviews reports and appointment letters, Process personnel suitability checks. Process appointments and promotions on the PERSAL System. Provision of Conditions of Service and Remuneration: Capture leave applications on the PERSAL system, Process recognition of Long Services, Grade progressions, Acting and Role playing allowances. Administer service terminations, Circulate Assets and State liability forms, and conduct Exit interviews. Compile pension withdrawal forms on GEPF on-line system, process Funeral claim benefits and capture Nomination of Beneficiaries, Capture and update applications for Housing Allowance Scheme, Update Employees' Educational qualifications. Process Transfers, Relocations and Movements on the PERSAL system. Perform any other HR-related functions.
ENQUIRIES	:	Mr. Tiragalo Kepadisa Tel No: (018) 388-5876
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

POST 39/283	:	**HR CLERK SUPERVISOR REF NO: 37/DEDECT/2025/NW (X2 POSTS)**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	Matric (Grade 12) Certificate. PERSAL training Certificates. Two (2) years' experience in Human Resource Administration. Competencies: Knowledge of the PERSAL System, Computer literacy in MS Word, MS Excel and PowerPoint. Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law. Training on PERSAL system. Knowledge of basic principles of Human Resource Management. Knowledge Resource issues. Interpersonal relations, innovation and communication skills.
DUTIES	:	Implement Recruitment, Selection and Appointments. Receive and acknowledge applications. Profile applications, provide Secretarial services and render advice during the Selection process. Administer transport claims of interview candidates, prepare short listing and interviews report and appointment letters, process personnel suitability checks. Process appointment and promotions on the PERSAL System. Provision of Conditions of Service and Remuneration: Capture leave applications on the PERSAL System. Process recognition of Long Services. Grade progressions. Acting and Role-playing allowances. Administer service terminations. Circulate Assets and State liability forms, and conduct Exit interviews. Compile pension withdrawal forms on GEPF on-line system. Process funeral claim benefits, capture nomination of beneficiaries. Capture and update applications for Housing Allowance Scheme. Update Employees' Educational qualifications. Process Transfers, Relocations and Movements on the PERSAL system. Supervise human resources/staff.
ENQUIRIES	:	Mr. Tiragalo Kepadisa Tel No: (018) 388- 5876
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
POST 39/284	:	**PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT (HOD) REF NO: 38/DEDECT/2025/NW**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) National Diploma (NQF 6) in Office Management / Office Administration / Management Assistant / Project Management or equivalent. One (1) to two (2) years of relevant experience. Computer literacy. Candidates must be prepared to travel and work long hours. A valid driver's license. Competencies: Good knowledge of Project Management. Effective Telephone etiquette. Good customer approach and understanding cultural diversity. Ability to prioritize workloads. Excellent written and verbal communication skills across all levels. Ability to work independently. Ability to establish and maintain effective working relationship with individuals from diverse backgrounds. High ethical standards. Ability to confidentially interact with stakeholders at all levels within and outside the Department. Ability to do evaluate and analyse documents and situations. Knowledge on the relevant legislation/policies/prescriptions and procedures. Basic knowledge on financial administration. Proactive, trustworthy and high output-driven individual.
DUTIES	:	Render Administrative and Secretarial support services in the Head of Department's Office. Manage the Head of Department's diary and schedule appointments. Co-ordinate and organise travel arrangements and accommodation bookings. Prepare and organise meetings, including agenda and documents. Handle correspondence and communicate on behalf of the Head of Department. Prioritise and manage multiple tasks efficiently. Handle the budget, invoices and make payments. Take and write minutes, prepare presentations, and manage ad-hoc projects. Read, monitor and respond to the Head of Department's e-mailed messages. Answer telephone calls and liaise with clients competently.
ENQUIRIES	:	Ms. Tsitsi Molokele Tel No: (018) 388- 1179 Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
POST 39/285	:	**PLANNER: STRATEGIC PLANNING REF NO: 39/DEDECT/2025/ NW**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Mafikeng

REQUIREMENTS	:	Matric (Grade 12) plus a minimum of three-year (3) (NQF 6) relevant qualification in Public Administration/Business Administration/Public Management. Minimum one (1) to two (2) years relevant experience in Strategic Planning. A valid driver's license. Competencies: Knowledge of Government Legislative Frameworks and Strategic Planning. Ensuring alignment of Strategic Plan, Annual Performance Plan and Operational Plan. Computer literacy. Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge of the government planning and reporting processes as well as various public service legal prescripts. Strong communication (verbal and written) skills.
DUTIES	:	Assist with the development of the Departmental Strategic and Annual Performance Planning processes. Assist with implementation of the Department's Operational Plan, Implement planning Instruments and tools on planning process.
ENQUIRIES	:	Ms. Mavis Nels Tel No: (018) 388 2431
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
POST 39/286	:	**PLANNER: MONITORING AND EVALUATION REF NO: 40/DEDECT/2025/NW**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Mafikeng
REQUIREMENTS	:	Matric (Grade 12) plus a minimum of three-year (3) (NQF 6) relevant qualification in Public Administration/Business Administration/Public Management. Minimum one (1) to two (2) years relevant experience. A valid driver's license Competencies: Computer literacy. Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge government planning and reporting processes as well as various public service legal prescripts. Strong communication (verbal and written) skills.
DUTIES	:	To consolidate quarterly performance reports for the department. To verify the portfolio of evidence of quarterly performance reports from programme managers. Assist in analyzing quarterly performance reports and prepare presentations thereof assist in the compilation of the departmental annual report Provide secretarial support to the department's performance review sessions.
ENQUIRIES	:	Mr. Kojo-Yeboah Asuamah Tel No: (018) 388 5838
APPLICATIONS	:	Use the correct E-mail: Applicationsdedect1-7@Nwpg.Gov.Za
POST 39/287	:	**PERSONNEL PRACTITIONER HR PLANNING AND SYSTEMS REF NO: 41/DEDECT/2025/NW**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Mafikeng
REQUIREMENTS	:	Matric (Grade 12) certificate plus an appropriate (NQF 6) qualification in Human Resource Management/Public Management or equivalent. PERSAL training certificate. A minimum of one (1) to (2) years' relevant working experience in Human Resource Planning and Systems. A valid driver's licence. Competencies: Knowledge of HR Planning Prescripts; PFMA, Public Service Regulation and Guideline on integrated Human Resource Planning in the Public. Planning and organizing. Financial Management. Communication Skills. Computer literacy skills.
DUTIES	:	Coordinate the development and reviewing of MTEF Human Resource Plan and the Annual HRP Implementation report. Provide data analysis on the HRPs for quality and compliance, and monitoring the implementation of HR Plans. Conduct workforce analysis to identify current and future human resource supply as well to future labour demand. Coordinate the development and review of Employment Equity Plan. Coordinate the reviewing of the Human Resource Planning Implementation. Coordinate the administration of the HR Assessment. Maintain human resources and staff establishment information. Maintain and update the HR records management system to ensure accuracy and proper placement of staff. Maintain the Establishment Structure on the PERSAL System.
ENQUIRIES	:	Ms. Vanessa Verveen Tel No: (018) 388 4823
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

POST 39/288	:	**GRAPHIC DESIGNER REF NO: 42/DEDECT/2025/NW**
SALARY	:	R269 499 per annum (Level 06)
CENTRE	:	Mafikeng
REQUIREMENTS	:	Grade 12 Certificate plus minimum of three-year (NQF 6) relevant qualification in Graphic's Design or equivalent. One (1) years relevant experience. Competency: Knowledge and understanding of government prescripts. Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and InDesign (web and 3-D skills will be an added advantage). Must have ability to develop basic animation. Must have the ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good organisational and communication skills. Knowledge of website design; co-ordinate with internal and external stakeholders on production
DUTIES	:	Executing and handling visual execution of all design briefs. Handling creative jobs from concept through to print; Create graphics and layout of all forms of digital and printed matter including comprehensive campaigns featuring publications, booklets, brochures, newsletters, posters, flyers, logos as well as supporting materials such as slides and presentations.
ENQUIRIES	:	Mr. Tshepiso Matlhoko Tel No: (018) 388 6031
APPLICATIONS	:	Use the correct E-mailApplicationsDEDECT1-7@nwpg.gov.za
POST 39/289	:	**REGISTRY CLERK REF NO: 43/DEDECT/2025/NW**
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	Matric (Grade 12) certificate or equivalent qualification or NQF 4. Competencies: General knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative frameworks governing the Public Service, Knowledge of storage procedures in terms of the working environment. Ability to interpret and apply policies, computer literacy, verbal and written communication. Initiative and innovation, self- starter.
DUTIES	:	Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MISS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the Executive Authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Operate office machines in relation to the registry function. Process documents for archiving and / disposal.
ENQUIRIES	:	Ms. Opelo Mochware Tel No: (018) (018) 388-5810
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
POST 39/290	:	**SECRETARIES TO DIRECTORS REF NO: 44/DEDECT/2025/NW (X3 POSTS)**
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	Matric (Grade 12) certificate or equivalent qualification or NQF level 4. General knowledge in office administration / secretarial duties will be an added advantage Computer literacy. Competencies: Good planning and organisational skills. Good verbal and written communication skills. Language skills. Good interpersonal relations and people skills. Experience in minute taking. Experience in document management/filing. Knowledge of procedures for receiving, responding to and managing requests/enquiries plus good telephone etiquette.
DUTIES	:	Provide a secretarial/receptionist support service to the director Provide administrative and clerical support service to director. Provide support services to director regarding meetings by preparing reports and records of decisions/minutes, communicating to relevant role players and follow up on progress made. Support the director with administration of the directorate budget. Ensure safekeeping of all documents in the office of the director in line with relevant legislation and policies. Manage appointments/engagements and

		other logistical arrangements related to the activities of the director. Manage incoming and outgoing information of the office and ensure effective flow of information and documents to and from the office. Handle procurement for activities in the directorate. Obtain inputs, collate and compile progress and management reports. Remain up to date with regard to prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the director.
ENQUIRIES	:	Mr. Tiragalo Kepadisa Tel No: (018) 388 -5876
APPLICATIONS	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
POST 39/291	:	**ADMINISTRATIVE CLERKS REF NO: 45/DEDECT/2025/NW (X7 POSTS)**
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Rustenburg, Mafikeng Head office, NMM District, Dr KK District and Dr RSM District
REQUIREMENTS	:	Grade 12 or Matriculation certificate. Computer literacy. Competencies: Knowledge of clerical duties, practices, as well as the ability to capture data and obtaining and disseminating information. Knowledge of administration and clerical procedures and system such as managing files and records. Knowledge of procedures for receiving, responding and managing requests/enquiries plus good telephone etiquette. Knowledge and understanding of legislative framework that governs the Public service. Knowledge of working procedures in terms of the working environment. Good organizational and interpersonal skills. Good verbal and written communication skills. Language skills. Flexibility.
DUTIES	:	Rendering of general clerical support services. Record, organize, record, capture and retrieve correspondences and data. Keep and maintain the incoming and outgoing register of the component. Handle routine enquiries. Make photocopies. Distribute documents and/packages to various stakeholders as required. Keep and maintain the filling system of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Arrange travelling and accommodation.
ENQUIRIES	:	Ms. Tharina Boshoff at 079 511 2320 and Ms. Tsitsi Molokele Tel No: (018) 388-1179 Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
POST 39/292	:	**DRIVER/MESSENGER REF NO: 46/DEDECT/2025/NW**
SALARY	:	R193 359 per annum (Level 04)
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	Grade 10 and equivalent qualifications or NQF level 2. A valid Driver's license. Knowledge, Skills and Competencies: Knowledge of Public Service policies and procedures. Ability to plan, manage time and to drive a vehicle with care. Ability to uphold confidentiality and discipline requisite for the Office of the EA.
DUTIES	:	Collect and deliver confidential documents in the Office of the Executive Authority. Transport employees in the office of the Executive Authority and guests and special advisors of the Executive Authority. Render a general support function in the office of the Executive Authority. Maintain knowledge on the policies and procedures that applies in the work environment. Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled.
ENQUIRIES	:	Ms. Opelo Mochware Tel No: (018) 388-5810
APPLICATIONS		Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
POST 39/293	:	**CLEANERS REF NO: 47/DEDECT/2025/NW (X3 POSTS)**
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Mahikeng
REQUIREMENTS	:	ABET Certificate or equivalent Good communication skills. Have an ability to work under pressure. People orientated.
DUTIES	:	Provision of cleaning services. Cleaning of offices, corridors, elevators and boardrooms, dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floor. Cleaning walls, windows and doors Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins.

Wash and keep stock of kitchen utensils Cleaning the restrooms by refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment Cleaning of machines (microwaves, vacuum cleaners etc) equipment after use Request cleaning materials.

ENQUIRIES : Mr Simon Bogatsu Tel No: (018) 388–5825
APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

OFFICE OF THE PREMIER

APPLICATIONS : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

CLOSING DATE : 07 November 2025 at 16H00(walk-in) and 00.00 mid-night(online)

NOTE : applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za, which must be completed is such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and C questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful.

OTHER POSTS

POST 39/294 : **DEPUTY DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY (SHERQ) AND HEALTH & PRODUCTIVITY REF NO: NWP/OOP/2025/52**

Purpose: Coordinate and manage SHERQ and Health & Productivity management (HPM) programs across the NWPG departments

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Three-year diploma /degree or an equivalent qualification in Environmental Health or Occupational Health at NQF level 6. 6-7 years' experience in environmental health or occupational health and safety of which three (3) years must be at Assistant Director Level. Knowledge, Skills and Competencies: OHS Act and related legislation, Employee Health and Wellness Strategic Framework for the Public Service. Knowledge of other Public Service Legislation and Regulatory Frameworks. Good communication skills; Policy Formulation, Research & report writing skills; Computer literacy, Planning and organizing; Facilitation; Coordination; Conflict resolution; Problem solving; Project management; Leadership and presentation skills.
DUTIES : Ensure departmental compliance with applicable legislation and policies. Develop a consolidated SHERQ and HPM provincial plan, including reporting tools. Support, monitor and evaluate implementation of SHERQ and HPM policies, programmes and strategies by departments. Analyse departmental reports and provide feedback. Coordinate SHERQ and HPM capacity building programs. Coordinate and facilitate SHERQ and HPM forum meetings.
ENQUIRIES : Ms. C Mokoka Tel No: (018) 388 3835
APPLICATIONS : E-Mail: ooprecruitment01@nwpg.gov.za

POST 39/295 : **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: NWP/OOP/2025/53**

Job Purpose: To Coordinate Provincial Performance Monitoring and Reporting in the NWPG.

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : Three-year tertiary qualification in Public Administration/Public Management and /or equivalent qualification at NQF level 6 (NQF level and credits), 6-7 years' experience in Monitoring and Evaluation of which 3 years should be in Monitoring and Evaluation at Assistant Director Level. Driver's license. Computer literacy. Knowledge: Knowledge of Public Service Act, Public Service Regulations, Labour Relations; PFMA, Public Finance Regulations, Framework for Managing Programme Performance Information, Framework for Government Wide Monitoring and Evaluation system, South African Statistical Quality Assessment Framework and Framework for the Development of Strategic plans and Annual Performance Plan (Strategic plans, APP, Operational Plans and Performance Agreements). Skills: The ideal candidate should have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; report writing, change management and management of diversity in a dynamic transformation and reforming environment.
DUTIES : Institutionalize performance monitoring in the province. Monitoring and reporting on provincial performance. Develop Provincial Reporting guidelines. Consult departments on the reporting guidelines for inputs. Develop reporting templates. Capacitate Departments on reporting templates. Develop and review Monitoring and Evaluation (M&E) Framework. Provide Feedback on Departmental performance during the quarterly forum. Quality assures reports in the eQPR system. Extract data from the system. Analyse and interpret data. Consolidate cluster reports (APP, provincial priorities). Attend Departments performance review sessions. Attend Departments' planning sessions. Conduct M&E skills audit. Developing M&E capacity building plan. Facilitate training in collaboration with provincial training Centre. Facilitate M&E learning networks. Monitoring and Evaluation of capacity building programmes/ initiatives. Supervise human resources/staff.
ENQUIRIES : Ms D Munyai Tel No: (018) 388 2995
APPLICATIONS : E-Mail: ooprecruitment02@nwpg.gov.za

POST 39/296	:	**DEPUTY DIRECTOR: PROVINCIAL POLICY REF NO: NWP/OOP/2025/54** Job Purpose: To coordinate the implementation of Provincial Policies in line with the National Mandate and Priorities
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Mmabatho
REQUIREMENTS	:	A three-year tertiary qualification at NQF level 6 or equivalent qualification. 6-7 years' experience in policy coordination and development, of which 3 years should be on an Assistant director level. Knowledge, Skills and Competencies: Government prescripts regarding policy. Knowledge of Policy Development and Analysis, Coordination and management. Computer literacy skills in Excel, Word, PowerPoint. Reporting skills.
DUTIES	:	Ensure the alignment of Provincial Policies with National and Provincial Priorities. The analysis and review of policies and strategies to support integrated planning. Coordinate evidence-based policy implementation at Provincial and Local Government levels. Provision of middle management services in the Directorate. Provision of Secretariat Support to the Advisory Councils of the Premier.
ENQUIRIES	:	Dr. K Lesedi Tel No: (018) 388 2802
APPLICATIONS	:	E-Mail: ooprecruitment03@nwpg.gov.za
POST 39/297	:	**DEPUTY DIRECTOR: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2025/55** Job Purpose: To develop and manage the implementation of Provincial Monitoring and Evaluation System.
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Three-year tertiary qualification in Information Science/ System/Technology, Public Administration at NQF level 6 or equivalent qualifications (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of System development and management; Statistical Analysis, Data Management, Performance Information Policies, Report writing, public service Regulations and Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, Reporting Skills, SharePoint, SPSS, Good communication skills, Report writing skills, Planning and Organizing, Facilitation skills, Coordination skills, Conflict resolution, Problem solving Skills, Project management; Leadership, Presentation, Ability to interpret and apply Policy, Policy formulation, Analytical and innovative thinking and Research skills.
DUTIES	:	To Develop and Manage the Provincial M&E Systems. To conduct and disseminate data and trend analysis. To manage and implement Monitoring & Evaluation Capacity Building Systems and Initiatives. To develop and maintain a Provincial Statistical Information Warehouse. Manage the implementation of the operational plan & work plans in line with the strategic objectives of the directorate.
ENQUIRIES	:	Ms. N.G Molema Tel No: (018) 388 5232
APPLICATIONS	:	E-Mail: ooprecruitment04@nwpg.gov.za
POST 39/298	:	**DEPUTY DIRECTOR: PUBLICATION REF NO: NWP/OOP/2025/56** Job Purpose: To provide Public Information Services in the Northwest Provincial Government.
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Three -year tertiary qualification in Communications/Journalism/Marketing at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Journalism and media operations, knowledge of Public Service Regulations and Public Service Act, Media regulations, Government Publication policies and frameworks, Classification. Editing, sub editing and writing skills. Good personnel relations, Attention to detail, Honesty and professionalism.
DUTIES	:	Manage, edit and produce all government publications. Manage editorial content of all government publications. Develop and manage editorial policy of government publications.

ENQUIRIES	:	Mr. T.B Setswambung Tel No: (018) 388 5695
APPLICATIONS	:	E-Mail: ooprecruitment05@nwpg.gov.za
POST 39/299	:	**DEPUTY DIRECTOR: BOJANALA DISTRICT REF NO: NWP/OOP/2025/57** Job Purpose: To manage the District Office, coordinate and monitor District wide service delivery improvement support programmes and Interventions.
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Rustenburg
REQUIREMENTS	:	Three-year qualification in Public administration, Social Science/ or equivalent qualifications at NQF level 6 (NQF level and credits). 6-7 years' experience in Service Delivery services of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Local Government Prescripts; PFMA; LRA and PSA. Planning and organizing; Management and leadership; People management; Financial management; Computer and Interpersonal skills.
DUTIES	:	Management of the District Office personnel, reports, budget and assets. The coordination and monitoring of implementation of district service delivery intervention programmes based on the five concretes. Provision of institutional development support and integrity management. Provision of access to government wide service delivery to priority communities through the implementation of community development workers programme at municipal level. The communication of public service delivery initiatives and reporting of community newsworthy events.
ENQUIRIES	:	Mr. JT Mawelela Tel No: (018) 388 5749
APPLICATIONS	:	E-Mail: ooprecruitment06@nwpg.gov.za
POST 39/300	:	**DEPUTY DIRECTOR: CONDITIONS OF SERVICES AND REMUNERATIONS REF NO: NWP/OOP/2025/58** Job Purpose: To manage the implementation of conditions of service and remuneration across the NWPG.
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Three- year tertiary qualification in Human Resource Management, Public Administration/Management and/ or equivalent qualification at NQF level 6. 6-7 years' experience in condition of service and remuneration of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Knowledge of Public service Act and Knowledge of Public service Regulations; Knowledge of Labour Relations; Knowledge of the PFMA and Knowledge and Public Finance Regulations. Good Communications skills; Problem solving skills; Report writing skills; Computer skills; Coordination, Planning and Organizing Skills.
DUTIES	:	Monitoring the implementation of employee benefits which include Policy and Procedure on Incapacity Leave and Ill Health Retirement (PILIR). Monitoring the implementation of compensation in respect of injuries on duty. "Monitoring the implementation of remuneration matters which includes Overtime Allowance and acting allowance. Monitor the implementation of Pensions administration. Monitoring Leave management, homeowners allowance scheme and long Service Awards. Issuing service benefits and conditions of services related circulars to Departments. Compile, analyze and produce service benefits and conditions of services related reports for management.
ENQUIRIES	:	Mr. S Bahula Tel No: (018) 388 3087
APPLICATIONS	:	E-Mail: ooprecruitment07@nwpg.gov.za
POST 39/301	:	**ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWP/OOP/2025/59** Purpose: To manage and facilitate the provision of Employee Health and Wellness services.
SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	Mahikeng
REQUIREMENTS	:	Three-year qualification Psychology or Social Work at NQF level 6. Registration with the Health Professions Council of South Africa (HPCSA) or as a Social Worker with the South Africa Council for Social Services Professions (SACSSP).5 years' experience with 3-5 years' experience in Employee Health and Wellness of which 2 years should be at a supervisory level. Computer literacy in MS Office packages. Valid Driver's license. The

incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge and experience in HIV and AIDS, and TB management, Wellness Management, and Safety, Health, Environment, Risk and Quality (SHERQ) management as well as promotion of health and productivity. Knowledge of Government legislation pertaining to Employee Health & Wellness Programme, Human Resource Management, Managing Performance and Supervision. Ability to maintain strict confidentiality, handle conflict situations, write reports and make presentations.

DUTIES : Manage the quality of life within the Office through designing and implementation of employee assistance and wellness programmes; Coordinate the provision of psychosocial, individual and organizational wellness. Coordinate the provision of physical wellness and monitor and evaluate the impact of the wellness programme in the Office. Conduct counselling, group work, crises intervention, trauma debriefing and running workshops and promoting employee wellness. Developing workshops material, questionnaire design and data collection. Data capturing, data analysis and write reports. Coordinate Employee Health and Wellness events. Develop and maintain effective client record keeping system and provide statistical and other reports as directed. Provide support and advice to management of Employee Health and wellness issues. Ensure adherence to the required legal and ethical requirements of Employee Wellness and Workplace HIV and AIDS services. Manage the performance of Staff and regularly ensure assessment of their performance.

ENQUIRIES : Ms BC Maseng Tel No: (018) 388-3440
APPLICATIONS : E-Mail: ooprecruitment08@nwpg.gov.za

POST 39/302 : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: NWP/OOP/2025/60**
Job Purpose: To Coordinate and manage information Security.

SALARY : R468 459 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : Three -year qualification in Security Management at NQF level 6 and/or equivalent (NQF level and credits). Security Managers course offered by SSA, and Communication Security certificate(s) will serve as an advantage. Registered with PSIRA, Code 8 driver's license, 3-5 years' experience in Security Management of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge of security management, security vetting and communication security. Good communication skills, Computer skills and Policy formulation.

DUTIES : Coordinate and monitor information security in the Northwest Provincial Departments. Coordinate and manage information, documents, communication & Information Technology Security of the office. Assist in the Development of the Information Security Polices and Standards. Coordinate and manage Vetting Process, threat risk assessments, Audits and Inspections pertaining to Information Security. Coordinate and conduct investigations pertaining to information security breaches. Coordinate and manage classification of information, TSCM, Compile assessment and/or inspections reports. Develop and implement Information Security programs. Coordinate and conduct Information Security training and awareness. Coordinate security regarding Executive Meetings. Liaise with various security stakeholders. Compile monthly and quarterly reports.

ENQUIRIES : Mr. M.S Dince/Mr N.K Matshavhange Tel No: (018) 888 3789/4694
APPLICATIONS : E-Mail: ooprecruitment09@nwpg.gov.za

POST 39/303 : **ASSISTANT DIRECTOR: RISK MANAGEMENT AND COMPLIANCE REF NO: NWP/OOP/2025/61**
Job Purpose: To coordinate the provision of organisational risk services and compliance audit.

SALARY : R468 459 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : Three-year tertiary qualification in Risk Management and/ or Internal Audit at NQF level 6 and/or equivalent (NQF level and credits). 3-5 years' experience in risk and compliance management of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies; Knowledge of risk management; Knowledge of risk

assessment; Knowledge of internal controls; Knowledge of corporate compliance. Knowledge of corporate governance and Knowledge information systems security. Technical skills; Decision – making skills. Judgement skills and Execution skills.

DUTIES : Assist the supervisor with implementation and maintenance of the Risk Management Strategy and the Risk Management Policy. Assist with the compilation of the Strategic, Operational, ICT and Fraud risk registers. Coordinate and facilitate Risk Management Workshops. Liaise with internal Audit and External Audit on Audit assignment. Coordinate the activities of the Risk Management Committee and perform secretariat functions. Perform any other duties that may be expected from time to time.

ENQUIRIES : Ms. D Ditibane Tel No: (018) 888 571

APPLICATIONS : E-Mail: ooprecruitment10@nwpg.gov.za

POST 39/304 : **ASSISTANT DIRECTOR: PUBLICATION REF NO: NWP/OOP/2025/62**

Job Purpose: To Coordinate and facilitate the dissemination of Public Information Services in the NWPG.

SALARY : R468 459 per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : Three -year tertiary qualification in Communications/Journalism/Marketing at NQF level 6 and/or equivalent. 3-5 years' experience in communication and reporting, of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Journalism and newsroom management; Publication prescripts and polices in public service: COMTASK REPORT; PSA; PSR; Media Law; The Constitution of South Africa; Protection of State Information Bill (South Africa) and The World Law Guide (South African Law) etc. Writing subbing and interviewing skills; Planning and execution skills; Clear sequencing of events/activities/process steps; Work-plans exceptionally well thought through and expressed; Quantitative, qualitative data analysis, as well as Content analysis; Research Skills; Team player and Proactive.

DUTIES : Coordination and Facilitation of operations in the newsroom. Facilitate Profiling of departmental staff members, municipalities and traditional authorities. Facilitate Publications at Fora and identified Government Campaigns. Coordination of Publications in Provincial events and programmes.

ENQUIRIES : Mr. T.B Setswambung Tel No: (018) 388 5695

APPLICATIONS : E-Mail: ooprecruitment11@nwpg.gov.za

POST 39/305 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND TRANSFORMATION REF NO: NWP/OOP/2025/63**

Job Purpose: To facilitate and coordinate the implementation of transformation programs in the departmental strategies and implementation plans.

SALARY : R468 459 per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : Three -year tertiary appropriate qualification at NQF level 6 and/or equivalent. 3-5 years' experience in strategic planning and transformation of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, understanding of legislative frameworks, policies and strategies on transformation: UN Treaties, Government Transformation Policies, Employment Equity Act, Skills Development Act, Preferential Procurement Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public service regulations and Management of human and financial resources. Analytical, critical & innovative thinking, Presentation and Facilitation, Presentation and facilitation, Report writing, Leadership, Project Management, Conflict Management, Financial Management Strategic Management, Policy analysis implementation.

DUTIES : Ensure departmental compliance with global, national and provincial legislations and policy frameworks on transformation (women empowerment & gender equality; rights of persons with disabilities, older persons, and children as well as youth development) programmes. Manage the development and review of departmental policies and strategies to ensure mainstreaming of transformation programs. Manage the implementation of transformation programmes and activities.

ENQUIRIES : Dr. A Mothupi Tel No: (018) 388 5735

APPLICATIONS : E-Mail: ooprecruitment12@nwpg.gov.za

POST 39/306	:	**OFFICE MANAGER: DDG: ADMINISTRATION REF NO: NWP/OOP/2025/64** Job Purpose: To manage the office of the Deputy Director General Administration.
SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Three -year tertiary qualification in office administration / secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. 3-5 years' experience as a secretary or administration officer. Knowledge, Skills and Competencies: Basic knowledge of Batho Pele Principles, Public Finance Management Act, Public Service Act, Knowledge and understanding of Public Service Policies and Procedures, Good communication (verbal and written), Good telephone etiquette, Problem solving, Report writing, Customer care, Computer literate, Basic knowledge of financial administration, Sound organizational and managerial skills. Ability to act with tact and discretion. Willingness to work extended hours.
DUTIES	:	Provide administrative support to the office of the Deputy Director General. Provide secretarial services to the Deputy Director General's meetings. Manage the Deputy Director General's Schedule/ Itinerary. Co-ordinate Deputy Director General's meetings. Ensure effective and professional liaison within the Branch, Clients Departments and stakeholders. Perform any other ad hoc services relevant to the office of the Deputy Director General.
ENQUIRIES	:	Ms TM Mooketsi Tel No: (018) 388 4277
APPLICATIONS	:	E-Mail: ooprecruitment13@nwpg.gov.za
POST 39/307	:	**SENIOR COMMUNICATION OFFICER: BRANDING AND MARKETING REF NO: NWP/OOP/2025/65** Purpose: Provide an effective Marketing and branding Corporate Communication Strategy.
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Mahikeng
REQUIREMENTS	:	Three-year tertiary qualification in corporate communication, public management at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Communications/ Corporate Branding and Marketing of which 1 year should be at supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. The Incumbent must be willing to travel. A certificate in graphic design and relevant experience as layout artist and web development will be added advantage. Knowledge, Skills & Competencies: Knowledge of Corporate communication and marketing, Good communication skills, Report writing skills, facilitate skills, Coordinate skills, Conflict resolution, problem solving, project management skills, Leadership and presentation, Interpret and innovative thinking and Research skills.
DUTIES	:	Implement an effective Marketing and branding Strategy. Coordinate Website content, update internal notice boards, Coordinate internal events. Develop marketing flyers, Posters etc. Coordinate Website Content. Arrange Website Content Management Forum quarterly meetings, Communicate organisation's activities, products and/or services. Enhance the reputation of the North West Government Corporate brand: Ensure that district offices are well branded, Coordinate the process of procuring branding, business cards, corporate gifts, calendars and diaries, Implement concepts and projects plans, Write a well-researched articles for Corporate Communication Marketing materials and Publications, Attend and presents Communication plans during events plenary meetings, Develop branding plans, Regular/constant interaction with government clients, stakeholders, etc. Arrange exhibition and branding materials during outreach programme and events, Distribute information products during public events, Generate reports/ action plans after public meetings, Provide districts with branding and marketing support.
ENQUIRIES	:	Mr Isaac Mokaila Tel No: (018) 388- 5828
APPLICATIONS	:	E-Mail: ooprecruitment14@nwpg.gov.za

POST 39/308	:	**SENIOR COMMUNICATION OFFICER: MEDIA RELATIONS REF NO: NWP/OOP/2025/66** Job Purpose: To provide media liaison management support services.
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Three- year tertiary qualification in Communication at NQF level 6 and/ or equivalent qualification (NQF Level and Credits). 2-3 years' experience in media relations. Knowledge, Skills and Competencies: Understanding of Government policies, procedures and programmes. Public Service Regulations and Acts, Communicators' code of good conduct, Communication Policies and Strategies and Public Finance Management Act. Writing Skills, Information management and computer literacy.
DUTIES	:	Media Liaison coordination; Draft content for media alerts, advisories and releases, Facilitate logistics for media attendance at Office of the Premier activities and media engagement sessions, Draft content for electronic and print media advertisements, write development articles for government publications, Maintain an updated media database. Media Monitoring and Analysis; Monitor provincial media coverage on daily basis, Produce daily media monitoring and analysis reports. Contribute to Social media content plan and implementation, social media monitoring and analysis. Provide photography services during Office of the Premier events, activities and media engagement sessions.
ENQUIRIES	:	Ms. B Mohlakoana Tel No: (018) 388 3705
APPLICATIONS	:	E-Mail: ooprecruitment15@nwpg.gov.za
POST 39/309	:	**SERVER ADMINISTRATOR REF NO: NWP/OOP/2025/67** Purpose: To support the provincial server environment, by ensuring backups are performed and maintained, with storage administration and maintenance performed.
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Mahikeng
REQUIREMENTS	:	Three-year tertiary qualification in ICT or International Certifications such as MCSE, Azure Server administration, Linux etc at NQF level 6. 2 – 4years' experience in ICT of which 1 year should be at supervisory level. Knowledge, Skills & Competencies: Knowledge of server system software and hardware. Software Configurations requirements of Network operating systems. Knowledge of methods, tools, software used in server environment for troubleshoot, testing, repair and maintenance. Good Communication skills.; Good telephone etiquette; Report writing skills; Computer skills; Problem solving skills; Project management and In-depth troubleshooting capabilities.
DUTIES	:	Administration and support services; Ensure available and management of capacity on storage, in various operating systems and technologies; Administration and Management of Server Hardware (storage) and Backup Solutions and Monitor backup and storage services and ensure optimal functionality. Data and storage administration; Manage VMWare replications and snapshots as well as recovery methods for vm's. Report backup and replications failures and remedy timely.
ENQUIRIES	:	Ms. P Teise Tel No: (018) 388- 3292
APPLICATIONS	:	E-Mail: ooprecruitment16@nwpg.gov.za
POST 39/310	:	**PERSONAL ASSISTANT: DDG: ADMINISTRATION REF NO: NWP/OOP/2025/68** Job Purpose: To render a secretariat support service to the Deputy Director General.
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Three-year tertiary qualification in management assistant/ secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written), excellent customer relations, good telephone etiquette, computer literate, problem solving, report writing and interpersonal skills. Must have the ability to take initiatives, work independently and under pressure. Basic financial administration.

DUTIES	:	Provides secretarial and receptionist support services in the Office of the Deputy Director General. Manage the DDG's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage DDG's office budget. Manage the DDG's travel arrangements and handle all correspondence. Keep abreast with of legislative prescripts/ policies & procedures applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets.
ENQUIRIES	:	Ms TM Mooketsi Tel No: (018) 388 4277
APPLICATIONS	:	E-Mail: ooprecruitment17@nwpg.gov.za
POST 39/311	:	**PERSONAL ASSISTANT: SERVICE DELIVERY MONITORING AND INTERVENTION REF NO: NWP/OOP/2025/69** Job Purpose: To render a secretariat support service to the Chief Director.
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Three-year tertiary qualification in management assistant at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written) skills, excellent customer relations skills, good telephone etiquette, computer skills, problem solving skills, report writing skills and interpersonal skills. Must have the ability to take initiatives and work independently, under pressure and long hours. Knowledge of financial administration and Project Management.
DUTIES	:	Provides secretarial and receptionist support services in the Office of the Chief Director. Manage the Chief Director's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage Chief Director's office budget. Manage the Chief Director's travel arrangements and handle all correspondence. Keep abreast with of legislative prescripts/ policies & procedures applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets. Conduct research when required.
ENQUIRIES	:	Dr. A.J Mothupi Tel No: (018) 388 5735
APPLICATIONS	:	E-Mail: ooprecruitment18@nwpg.gov.za
POST 39/312	:	**HARDWARE TECHNICIAN REF NO: NWP/OOP/2025/70** Job Purpose: To offer day to day ICT technical support to all users of NWPG
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Three-year tertiary qualification in IT at NQF level 6 and/or equivalent qualifications. 2-4 years' experience in IT Support or applicable to the relevant discipline. Drivers license. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations Software requirements. Network operating systems. Memory management and integration. Knowledge of methods, tools, equipment and material used in computer equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication and interpersonal skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management Leadership and presentation. Team player and self- motivated.
DUTIES	:	Support the provincial network infrastructure. Implementation of software, application, configuration and network changes (Release Management). Support the desktop, laptop, printers and automation function. Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices. End user support and account management. Participate in projects. Support audio and visual platform and hardware. Test, diagnose, repair, and maintain computing equipment. Ensure that all calls logged are resolved within the required time. Travel to provide user support.
ENQUIRIES	:	Ms. L Mofela Tel No: (018) 388 4033
APPLICATIONS	:	E-Mail: ooprecruitment19@nwpg.gov.za

POST 39/313 : **STATE ACCOUNTANT REF NO: NWP/OOP/2025/71**
Job Purpose: To provide financial administration services in the Office of the Premier.

SALARY : R325 101 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : Three-year recognized National Diploma or Degree in Accounting/ Financial Management (NQF level 6/7) as recognised by SAQA or relevant qualification. 2- 3 years' relevant work experience in financial management environment. Knowledge of any basic financial operating systems (PERSAL & BAS). Knowledge, Skills and Competencies: Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). Added advantages: BAS and PERSAL certificate and Driver's license. Basic knowledge of the Public Service financial legislation, procedures and National Treasury Regulations (PFMA, PSA, PSR). Knowledge of any financial operating systems (PERSAL, BAS). Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial information Should have good numeracy, accuracy, report writing, problem-solving, planning, organising, team leadership and communication skills. Computer skills, Planning and organizing, Language (Good verbal and written communication), basic numeracy skills, ability to perform routine tasks, ability to utilise computer equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.
DUTIES : Administer deductions and garnishee. Tax Administration and reconciliation. Monitor employee tax deductions and prepare payment packs for third party deductions. Administer claims (S&T, overtime and cellphones etc). Implementation of salary related advice. Assist with any ad hoc and other requests within Salary administration.
ENQUIRIES : Ms Mpho Molefe Tel No: (018) 388 5077
APPLICATIONS : E-Mail: ooprecruitment20@nwpg.gov.za

POST 39/314 : **ADMINISTRATIVE OFFICER: BURSARY LEARNERSHIPS AND INTERNSHIP PROGRAMMES REF NO: NWP/OOP/2025/72**
Purpose: To facilitate the implementation of Provincial Bursary policy; International Scholarships; Learnerships and Internship programmes.

SALARY : R325 101 per annum (Level 07)
CENTRE : Mahikeng
REQUIREMENTS : Three-year appropriate qualification at NQF level 6 and/or equivalent qualification (NQF level and credits). 2 –3 years' relevant experience applicable to the relevant discipline of which 1 year should be at supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Provincial Bursary Policy; Management of human resources; Management of human and financial resources; Quality of work; Acceptance of responsibility; Knowledge on bursary administration and scholarships programmes; Good communication and report writing skills; Administrative and records management and clerical procedures such as managing files and records, designing forms, & others; Understanding of Government Policies/Legislative frameworks such as Public Finance Management Act (PFMA), Skills Development Act and National Development Plan (NDP) Understanding of the Public Service Regulations; Constitution of the Republic of South Africa; The Public Service Act, 1994; Batho Pele principles; Labour Relations Act; NDP; The (PFMA) Public Financial Management Act; Employment Equity Act; Skills Development Act; Performance Management & Development System; Skills Development Levy Act; Good communication skills; Report writing skills; Planning, control and organizing; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Analytical and innovative thinking; Computer literacy; Time management; Technical skills; Interpersonal; Flexibility; Initiative.
DUTIES : Facilitate the implementation of the Provincial Bursary Policy. Facilitate implementation of International Scholarships Programmes. Facilitate implementation of Learnership / apprentices programmes. Assessment of academic performance, interpretation of results and provide remedial recommendations.
ENQUIRIES : Ms. T.E Tlhale Tel No: (018) 388 1076
APPLICATIONS : E-Mail: ooprecruitment21@nwpg.gov.za

POST 39/315	:	**ADMINISTRATIVE OFFICER: SKILL DEVELOPMENT REF NO: NWP/OOP/2025/73** Purpose: To provide administrative support services to the Skills Development Sub-Directorate.
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Mahikeng
REQUIREMENTS	:	Three-year appropriate qualification at NQF level 6 and/or equivalent qualification (NQF level and credits). 2 –3 years' experience in skill development of which 1 year should be at supervisory level. Knowledge, Skills & Competencies: Knowledge of Public service prescripts & HRD/M, Basic knowledge of computer programmes, Records keeping management, Supply Chain Management, Secretarial duties and Batho-Pele Principles. Good communication skills; Report writing skills, Coordination skills; Computer skills, Customer Care, Planning and Organising skills, Conflict resolution skills and Financial management skills and good record management.
DUTIES	:	Provide general clerical support services. Provide financial administration support services in the component. Prepare monthly and quarterly expenditure report. Handling incoming and outgoing correspondence, ordering and managing office supplies and equipment inventory, managing skills development calendar of events and compliance, coordinating meetings, scheduling appointments and making the necessary logistical arrangements.
ENQUIRIES	:	Ms. T.E Tlhale Tel No: (018) 388 1076
APPLICATIONS	:	E-Mail: ooprecruitment22@nwpg.gov.za
POST 39/316	:	**SECRETARY: EXCO SUPPORT REF NO: NWP/OOP/2025/74** Job Purpose: To provide secretarial support to the Director's office.
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Matric and 0–2-year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 years' relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies and procedures. Secretarial, administrative and organizational skills. Oral and written communication skills. Good inter-personal relationship skills. Good telephone etiquette and computer skills. Records (documents) management and Time management. Ability to work in a pressurized environment and willingness to work irregular hours.
DUTIES	:	Provide secretarial support services to the Director. Records management of incoming mail received, and outgoing mail distributed. Manage the diary of the Director. Provide clerical support services to the Director. Arrange accommodation for the Director. Complete S&T claims for the Director. Manage the reception area of the Directorate. Procurement of goods and services in the Directorate. Provide support to the Director regarding meetings. Manage Directorate meeting logistics and taking minutes.
ENQUIRIES	:	Ms. F Rosenberg Tel No: (018) 388 3034
APPLICATIONS	:	E-Mail: ooprecruitment23@nwpg.gov.za
POST 36/317	:	**SECRETARY: WOMEN AND CHILDREN COORDINATION AND MONITORING REF NO: NWP/OOP/2025/75** Job Purpose: To provide administrative services in the Director 's office
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Mmabatho
REQUIREMENTS	:	Matric and 0–2-year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 years relevant experience in office administration and/ or secretarial field. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies, Knowledge of computer, Knowledge of Registry and office administration duties, Working Knowledge, Knowledge of storage and retrieval procedures in terms of the working environment. Good telephone etiquette, Basic written communication skills, Computer skills, Planning and Organisation skills.
DUTIES	:	Provides Secretarial support services to the director; Incoming mail received, manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day, Manage the diary of the Director by updating director's diary every day and send email as reminder to director. Consolidate sub-directorate

documents for the director for processing. Develop a database of stakeholders and partners for the directorate. Provide clerical support services to the director; Arrange accommodation for the director, Complete S&T claims for the director, Manage the reception area and Procurement of goods and services in the directorate. Provide support to the director regarding meetings; Manage meeting logistics by sending out meeting schedules quarterly locate and book venues within 2 weeks send out invitations before the meeting, Take minutes of meetings and distribute minutes within 2 weeks of meeting for input.

ENQUIRIES : Ms. P Sebetlela Tel No: (018) 388 2309
APPLICATIONS : E-Mail: ooprecruitment24@nwpg.gov.za

POST 39/318 : **REGISTRY CLERK: DG SUPPORT REF NO: NWP/OOP/2025/76**
Job Purpose: To render administrative and clerical support services in the Directorate

SALARY : R228 321 per annum (Level 05)
CENTRE : Mmabatho
REQUIREMENTS : Matric and 0–2-year National Higher Certificate at NQF level 5 or equivalent qualification. 0-2 years relevant experience in office administration and/ or secretarial field. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies, Knowledge of computer, Good grooming and presentation, Self - management and motivation, Knowledge on the relevant legislation /policies / prescripts and procedures and Basic knowledge on financial administration. Good telephone etiquette. Sound organisational Skills, Good people skills and basic written communication skills.
DUTIES : Provide a secretariat / receptionist support service to the manager. Provides a clerical support service to the manager. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Render effective filing and record management. Sort, register and dispatch mail.
ENQUIRIES : Ms. M Melokwe Tel No: (018) 388 5780
APPLICATIONS : E-Mail: ooprecruitment25@nwpg.gov.za

POST 39/319 : **CLEANER REF NO: NWP/OOP/2025/77**
Job Purpose: To provide cleaning and housekeeping services to Office of the Premier – North West Province.

SALARY : R138 486 per annum (Level 02)
CENTRE : Mmabatho
REQUIREMENTS : Grade 10 and /equivalent qualifications. 0–1-years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of cleaning. Cleaning skills. Communication skills.
DUTIES : Clean offices corridors, garages and Boardrooms. Keep and maintain cleaning machines and equipment. Provision of refreshment during meetings. Clean kitchens, offices, corridors, garages, and boardrooms. Collection and disposal of waste twice daily. Keep and maintain cleaning machines and equipment in good working condition. Use and maintain cleaning materials properly and report shortages. Prepare and clean boardrooms before and after meetings. Provide refreshments during meetings as required. Rotate between different areas as directed by the supervisor.
ENQUIRIES : Mr. T Koko Tel No: (018) 388 3540 / Mr. E Lerefolo Tel No: (018) 388 3439
APPLICATIONS : E-Mail: ooprecruitment26@nwpg.gov.za

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS : All Applications must be submitted online, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or addressed to: Human Resource Manager, Public Works and Roads, Private Bag X2080, Mmabatho, 2735. Use the correct E-mail: DPWRHORecruit@nwpg.gov.za
FOR ATTENTION : HRM Recruitment Unit - Mr. M.E Khauoe

CLOSING DATE : 07 November 2025 (posted / handed, e-mailed applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online will, as a rule not be accepted).

NOTE : Please note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Curriculum Vitae only be in PDF format, as one document. Failure to do so, your application will be disqualified. Compliance:It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service, Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialled only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae and include three (3) names contactable referees. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequential dates. Outline or provide the sufficient information about related experience and key responsibilities with respective dates. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth, work permit, in the event of employment will immediately relinquish such business, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the updated information. Part F is compulsory to be completed for applicants seeking re- employment into Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) is a mandatory requirement obtainable via this link: https://www.thensg.gov.za, offered by the National School of Government. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

MANAGEMNT ECHELON

POST 39/320 : **CHIEF FINANCIAL OFFICER REF NO: H/O 75/2025 (X1 POST)**

SALARY : R1 494 900 per annum (Level 14), all-inclusive remuneration package
CENTRE : Head Office – Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus an undergraduate qualification (NQF level) in Financial Management/ Accounting / Financial Accounting/ Commerce / Supply Chain Management / Public Finance as recognized by SAQA. Senior Management Pre-entry Programme (Nyukela Certificate) for SMS. Valid Driver's license. Experience: 5 years of relevant experience at

Senior Managerial level from Public Service and equivalent level from Private Sector. Knowledge: Knowledge of GRAP and modified cash standards, PFMA, Treasury Regulations and Guidelines, Public Service Anti- corruption and Fraud Prevention measures. Knowledge of Government's accounting and financial systems; Cash flow forecasting. Public Service legislative frameworks. Financial Management. Strategic capability and leadership. Programme and project management. Change Management. Service Delivery innovation. Problem Solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Planning and stakeholder relationship management skills, including the ability to liaise and operate within intergorvemental context. Policy formulation and analysis skills. Monitoring and evaluation skills. Coordination and facilitation skills. Financial analysis and analytical skills. Problem solving within Financial and supply chain legal framework. Risk management skills. Liaison, leadership and supportive skills to the entire department.

DUTIES : Provide strategic leadership and direction on budgeting, financial, accounting and supply chain management practices in line with National Treasury Regulations. Support and advise the Head of Department (Accounting Officer) pertaining to matters that have strategic and financial implications. Manage the implementation and maintenance of effective Budget Control services within the Department. Provide financial and supply chain management technical advice and strategic support to Senior and Line Managers to ensure the effective utilisation of resources in line with the strategic objectives of the department. Manage and provide supply chain, fleet admin and assets management services. Ensure adequate financial control arrangements and systems. Exercise budgetary control and provide at a strategic level early warning arrangements. Oversee the Departmental budget preparation process, provide advice and support and review the final draft before submission to relevant authorities. Manage departmental audit process. Review and manage the finalisation of quarterly and annual financial statements including other financial reports. Ensure effective and efficient, economical and transparent use of financial and other departmental resources (including assets). Utilise applicable systems for monitoring and reporting of procurement, expenditure, assets and liabilities. Manage demand and acquisition for infrastructure projects. Manage the effective and efficient utilization of resources in the Chief Directorate. Provide strategic leadership and direction to the Chief Directorate.

ENQUIRY : Dr. N.M.G Mfikwe Tel No: (018) 388 2426

APPLICATIONS : Use the correct E-mail: DPWRHORecruit2@nwpg.gov.za

POST 39/321 : **CHIEF DIRECTOR: INFRASTRUCTURE, COORDINATION, IMPLEMENTATION AND MAINTENANCE REF NO: H/O 76/2025 (X1 POST)**

SALARY : R1 494 900 per annum (Level 14), all-inclusive remuneration package

CENTRE : Head Office – Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Built Environment/ Public Administration or related field. Professional Registration with the relevant council will be an added advantage. Senior Management Pre-entry Programme (Nyukela Certificate) for SMS. A valid driver's license. Experience: 5 years' of relevant experience at Senior Managerial level. Extensive experience in the planning and management of roads infrastructure projects. Knowledge: Broad knowledge of Public Service Regulation. Public Service Act, Government procurement system and related legislation (e.g. PPPFA and PFMA), Treasury Regulations and Practice Notes, Occupational Health Safety Act and other related acts and regulations governing the Public Service, Government policies for the Expanded Public Works Programme (EPWP) Proven programme/project planning, Technical policies on construction, contract management and engineering services. Departmental Strategic plan and goals, Expert design, construction and maintenance of roads. Knowledge of design codes and technical specifications. Knowledge of the built environment legal and operational compliance. Skills: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Conflict Resolution, Research and policy formulation, Computer Literacy (MS Word, Excel, Power Point), People Management and Empowerment, Strategic Capability and Leadership, Report

writing, Good planning and organising skills, Data Collection. Problem solving, Strategic planning, presentation and facilitation skills. Interpersonal skills. Ability to work under pressure, willingness to travel and work beyond normal working hours.

DUTIES : Manage the provision and maintenance of infrastructure projects in the districts. Liaise with local stakeholders to identify priority infrastructure with reference to District Infrastructure Development Plan. Estimate project cost and allocate district funds or apply for funding from donors to secure funding commitments. Manage and monitor implementation and maintenance of infrastructure projects in the districts. Maintain provincial roads and render related services. Set and approve strategic infrastructure priorities aligned with national development goals. Enforce compliance with service standards and maintenance schedules. Manage construction plant services. Provide strategic oversight, policy leadership, and institutional coordination to ensure the availability, utilization, and maintenance of construction equipment (plant) for public infrastructure delivery. Manage the implementation of property management services. Oversee community based programmes and ensure job opportunity creation. Ensure the rendering of efficient and effective corporate support to the district. Manage the resources of the Chief Directorate. Provide strategic leadership.

ENQUIRIES : Dr. N.M.G Mfikwe Tel No: (018) 388 2426

APPLICATIONS : Use the correct E-mail: DPWRHORecruit4@nwpg.gov.za

ANNEXURE V

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 39/322 : **DIRECTOR: INFRASTRUCTURE PLANNING**
Directorate: Infrastructure Planning

SALARY : R1 266 714 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Engineering, Architecture, Urban and Regional Planning, or Quantity Surveying as recognised by SAQA, with at least 5 years' experience at a middle/senior managerial level. Post-graduate management qualification and registration as a Built Environment Professional with the relevant Council are desirable. The Pre-entry Certificate for the Senior Management Services is a requirement. Candidates not possessing this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in its absence. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS", and full details can be sourced from the following link:https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. All costs associated here with are the responsibility of the applicant. Experience: Public sector management and/or related management experience in the planning and delivery of infrastructure programmes in the Health sector. Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): In-depth knowledge of management and administrative processes in the Public Service. Proven knowledge and management experience in the planning and delivery of infrastructure programmes for the health sector. Knowledge of the built environment professions. Strong leadership, communication, stakeholder engagement, and project management skills.

DUTIES : Lead the strategic planning and alignment of infrastructure with integrated service delivery models. Develop, review, and manage infrastructure planning frameworks, norms and standards. Oversee the preparation of the User Asset Management Plan (U-AMP), Business Cases, and Project Briefs. Strengthen interdepartmental and intergovernmental collaboration. Lead infrastructure modelling and spatial planning for the health sector. Coordinate infrastructure inputs to the Department's Strategic Plan, Annual Performance Plan, and Infrastructure Programme Management Plan. Manage policy development and technical inputs to infrastructure prioritisation models. Implement systems for monitoring, evaluation, and post-occupancy assessments. Build internal capacity, lead high-performing teams, and foster stakeholder trust and engagement. Contribute to ethical governance by implementing risk management, aligning spending with PFMA/DORA, and fostering performance-based grant strategies.

ENQUIRIES : Dr L Angeletti-Du Toit at (071) 7947771

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 14 November 2025

NOTE : No payment of any kind is required when applying for this post. Candidates who have previously applied need not to apply again.

OTHER POSTS

POST 39/323 : **PHARMACEUTICAL POLICY SPECIALIST GRADE 1 TO 2**
Chief Directorate: Emergency & Clinical Services Support

SALARY : Grade 1: R1 093 611 per annum
Grade 2: R1 193 706 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Medicine Management, Laboratory and Blood Services Support (Cape Medical Depot)

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the Professions Council: Current registration with the SAPC as a Pharmacist. Experience: **Grade 1:** A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 2:** A minimum of 11 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to travel and stay overnight for extended periods. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced clinical knowledge including rational medicine use and antimicrobial stewardship. In depth knowledge of pharmaceuticals listed in the Primary, Adult and Paediatric Hospital Levels and Tertiary/Quaternary National Essential Medicine Lists. Sound knowledge of the Pharmacy Act 53 of 1974, the Medicines and Related Substances Act 101 of 1965, and the Public Finance Management Act 66 of 1995. In depth knowledge of legislation and national policies relating to Pharmaceutical Services In depth knowledge of legislation and national policy relating to People Management and People Development as it relates to pharmacy personnel Knowledge of financial prescripts and the ability to set up and monitor budgets. Advanced analytical, Big Data management, research, report writing and computer (Full MS Office Suite) skills are required. Advanced training, verbal and written communication, organizational and interpersonal skills.

DUTIES : Serve as the appointed provincial antimicrobial stewardship champion and perform all related functions to strengthen rational use of antimicrobials in the province. Monitor provincial clinical guideline adherence and develop strategies to improve rational prescribing patterns and patient medicine use. Develop strategies to improve ward pharmacy. Serve as the Secretariat of the Pharmacy Medicine Management Committee (PMMC) to respond to service needs and act as liaison between relevant stakeholders. Support workforce management for the provision of a provincial pharmaceutical service by developing and maintaining staffing norms for pharmaceutical personnel, providing support to People Management in the appointment of Pharmacy Interns, Community service Pharmacists (CSPs) and Pharmacists' Assistants and managing their orientation and training and perform monitoring and evaluation functions. Manage Skills Enhancement projects for pharmaceutical staff, health care workers and students.

ENQUIRIES : Ms H Hayes Tel No: (021) 484-5678

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Pharmaceutical Policy Specialist posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 07 November 2025

POST 39/324 : **REGISTRAR (MEDICAL) (ANAESTHESIOLOGY) (X8 POSTS)**
(4 Year Contract)

SALARY : R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Competencies (knowledge/skills): Diploma in Anaesthesia [DA(SA)] successfully completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate Anaesthesiology experience.

DUTIES : Provision of safe medical care to patients in the operating theatres and Intensive Care Units at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital and associated training hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Anaesthesiology specialist. Involvement in research/audits relating to Anaesthesia, Critical Care, Pain and Peri-operative Medicine.

ENQUIRIES : Prof S Chetty Tel No: (021) 938-9226

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for the post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

CLOSING DATE : 07 November 2025

POST 39/325 : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after

registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after-hours. Willingness to travel to drainage hospitals for outreach work. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care to manage a large labour ward at regional hospital level. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Candidates should be able to do a basic gestational ultrasound scan. Computer literacy in MS Office mandatory.

DUTIES : Clinical management of all non-acute and emergency O&G presentations to the emergency centres (labour ward and gynae EC). Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment.

ENQUIRIES : Prof GS Gebhardt Tel No: (021) 938- 4638

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Candidates may be subjected to a competency test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

CLOSING DATE : 07 November 2025

POST 39/326 : **REGISTRAR (ORTHOPAEDICS)**
(5-Year Contract)

SALARY : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. - Completion of CMSA 1B Intermediate examination. Competencies (knowledge/skills): Ability to work under pressure as part of a clinical team. Research interest and experience. ATLS, basic surgical skills and other courses. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations Completion of community service.

DUTIES : Teaching. Leadership. Research. Clinical Governance. Clinical Service: Patient care and assisting in theatre.

ENQUIRIES : Ms M van der Berg, email: marilyn.vanderberg@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department’s ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. -Please ensure that you attach an updated CV. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines.” -The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE : 07 November 2025

POST 39/327 : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRIC MEDICINE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Mitchell’s Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A

minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Post community service experience in Paediatrics and/or Neonatology is essential. Applicants must have a valid APLS/PALS certification. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): Ability to work in a professional multi-disciplinary team. Initiative, teamwork, planning, organizing and coordination demonstrated in quality improvement projects or community projects relevant to child health. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients and their families, promote advocacy and facilitate holistic treatment. Good time management.

DUTIES : To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours duties. To provide inpatient and outpatient care, including clinical teaching, administration, management and research. Support and provide clinical service in the Paediatric Emergency Centre. Attend to Paediatric referrals from the Emergency Centre and assist in immediate clinical care for children in this area. Use and update protocols and guidelines to provide a cost-effective service.

ENQUIRIES : Dr G Spittal Tel No: (021) 377-4330

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/328 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (5/8TH POST)**

SALARY : Grade 1: R838 659 per annum
Grade 2: R956 895 per annum
Grade 3: R1 108 263 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Competencies (knowledge/skills): Ability to render high quality surgery for Tertiary and Secondary Otorhinolaryngology Head and Neck patients. Ability to render high quality surgery for pertinent elective otorhinolaryngology surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in ENT to registrars, medical officers, interns, medical students and other health care workers. Involvement in academic activities of Otorhinolaryngology

Department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of secondary, tertiary, elective, and emergency ENT surgery. This would include Head and Neck surgery.

DUTIES : Definitive care of ENT patients and quality assurance of clinical services in ENT. Deal with expected share of patient workload per day, providing the best possible level of care and resulting in satisfied patients. Support more junior staff in their patient management. Leading and participating in assessment and definitive care of ENT cases. Teaching and training. Informal teaching in the clinical areas and/or formal lectures, seminars and tutorials. Participates in the academic program, congresses, and workshops. -Research and data capture. Supervision of data collection. Data management and reporting of data audits. Creating opportunities for research and data utilization for MMed studies. Writing articles for publication. Clinical governance and administrative management. Supervision and performance of administrative tasks, related to submission of reports, statistics, data collection, staff administration and medico-legal documentation. Clinical governance of ENT surgery. Training Workshops, Courses and Congresses of highest possible standard to provide Continuing Medical Education for GP's, ENT trainees and qualified Specialists.

ENQUIRIES : Dr J Grobbelaar Tel No: (021) 938- 9318

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time registration as Medical Specialist in Otorhinolaryngology with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 07 November 2025

POST 39/329 : **ARCHITECT PRODUCTION GRADE A TO C (CONTRACT POST)**
Directorate: Tygerberg PPP Unit

SALARY : Grade A: R761 157 per annum
Grade B: R866 304 per annum
Grade C: R976 029 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town (9 Lower Burg Street, Cape Town CBD)

REQUIREMENTS : Minimum educational qualification: Bachelor's degree in architecture or relevant qualification. Registration with a professional council: Registration as Professional Architect with the South African Council for the Architectural Professions (SACAP). Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. Grade B: At least 14 years' appropriate/recognisable experience in this profession after registration with SACAP as a professional. **Grade C**: At least 26 years' appropriate/recognisable experience in this profession after registration with the SACAP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (CAD Software, MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, drawings, submissions and presentations in English. All different types and forms of construction contracts. Knowledge of the following legislation: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Specifically: Treasury Regulation 16 (TR16), issued under the Public Finance Management Act (PFMA) for national and provincial governments. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of

2000. Engineering Profession Act of 2000. Architects Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with PPP Regulations. Infrastructure Programme and Project Implementation and Monitoring Infrastructure Project Commissioning Infrastructure Programme and Project Evaluation Research/literature studies to keep up with new technologies, including interaction with relevant professional development boards/councils.

ENQUIRIES : Mr T Koort, email: Thorpe.koorts@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates who have previously applied need not to apply again.

CLOSING DATE : 07 November 2025

POST 39/330 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Garden Route District

SALARY : Grade 1: R549 192 per annum

CENTRE : PHC Support & Outreach, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to drive government vehicles and mobile clinic (for outreach purposes) and travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of the Maternal-Child-Women’s-Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC) Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Provide comprehensive support (CBS, FBS, HAST) for the Mossel Bay Sub-district Primary Health Care management teams to enable implementation and realization of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners Support Mossel Bay Sub-District to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604 - 6106

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/331 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with the Professions Council: Registration with the South African Council (SANC) as a Professional Nurse. Experience: **Grade1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power point and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Implement skills to plan and organise the service by problem solving and decision making. Ability to function independantly, as well as in a multi-disciplinary team to ensure good patient care. Leadership towards the realisation of strategic goals and objectives in the Pediatric Department. Ability to communicate effectively (both written and verbal).

DUTIES : Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personal as Professional Nurse in Paediatric department. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms B. Fourie Tel No: (021) 860-2696/2522

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Paediatric Nursing Science with the South African Nursing Council. The pool of applications will be considered for vacancies within (Paarl Hospital), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/332 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: FIRST STAGE LABOUR, HRTG, ICU AND OPD) (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife.

Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Work within a shift system. Willingness to perform overtime when required. Willing to work public holidays, after-hours, night duty and weekend cover when required. Assist with relief duties and partake in overall specialised area functions, i.e. Team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy in Microsoft package. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

DUTIES : Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilization of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively. Assist to organize a cost-effective service daily and provide support to supervisor and management.

ENQUIRIES : Ms W Dyers Tel No: (021) 659-5570

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Advanced Midwifery and Neonatal Nursing Science. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/333 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: DENTAL THEATRE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Oral Health Centre, Tygerberg/Mitchell’s Plain Platform

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with the Professions Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid drivers’ licence. Willingness to work overtime and relief Nurse Manager when the need arises. Willingness to assist at other facilities within the Oral Health Services when the need arises. Competencies (knowledge/skills): Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills.

Ability to function/make decisions independently and as part of a multi-disciplinary team. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Appropriate knowledge and experience in operating theatre. Knowledge of the Major Incident Disaster plan. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.

DUTIES : Provide optimal, holistic specialized nursing care within set standards and professional/legal framework within the Operating Theatre. Ensure the promotion of Quality Assurance, Infection Control and Prevention &Occupational Health & Safety within the Department. Ensure accurate record keeping for statistical and legal purposes. Assist with the coordination and implementation of the Ideal Hospital Framework in the Operating theatre and the institution for better quality patient care. Support the Unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively.

ENQUIRIES : Mr M Dubase Tel No: (021) 937-3083 / Ms N Mfecane Tel No: (021) 937-3200

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. -The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/334 : **INDUSTRIAL TECHNICIAN (HEAD OF UNIT: X-RAY/ IMAGING) (CLINICAL ENGINEERING)**

SALARY : R468 459 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: National Diploma in Mechanical of Mechatronic Engineering (T; S or N stream), or registration as an Engineering Technician with the Engineering Council of South Africa (ECSA) in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate extensive and advanced practical experience after qualification on Medical Imaging equipment repairs like Ultrasound units, CT scanners, Mobile x-ray units, etc. Proof should be supplied of where practical experience was obtained and on what equipment. Management experience is required, and proof of managerial functions performed shall be supplied. Inherent requirement of the job: Valid driver's license and own reliable transport to perform standby and call-out duties if and when required. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment, especially Imaging Equipment. Excellent ability to do fault finding on equipment. Good written and verbal skills. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.

DUTIES : Carry out advanced maintenance, repairs, calibration, modifications and installations of medical equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the Control Technician in charge of the Clinical Engineering Department at Tygerberg Hospital. Manage the X-ray workshop, including

contract covering medical equipment and be willing to work within all Clinical Engineering disciplines. Advanced knowledge of managing, planning and organizing maintenance schedules.

ENQUIRIES : Ms M. Rossouw Tel No: (021) 938-4634
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test on day of interview.
CLOSING DATE : 07 November 2025

POST 39/335 : **DISTRICT FLEET MANAGER (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R468 459 per annum
CENTRE : Emergency Medical Services, Garden Route and Metropole Districts
REQUIREMENTS : Minimum educational qualification: Grade12 Certificate with appropriate Fleet Management experience. Experience: Extensive management experience in Fleet management services including competency in Fleetman and Vehicle Tracking management software or similar. Good supervisory skills. Competencies (knowledge/skills): Technical knowledge to identify shortcomings on vehicles. Good administrative, human resource management, financial management, leadership, project management, communication, interpersonal and conflict resolution skills. Computer literacy and competency in Excel, Word, PowerPoint. Knowledge of Fleet management and tracking systems. Knowledge of Government Motor Transport Circular 3/2019 and vehicle maintenance. Knowledge of Standard Operational Procedures on Fleet Management services.
DUTIES : Attend to emergency breakdowns, including after-hours repairs, accidents (EMS Fleet) and inter-departmental accident investigations and standby/call out duties as required. Supervise and assist with repairs and maintenance. Training of sub-ordinates. Overall supervision, administrative duties and cost-effective management of mechanical workshop. Minimizing fleet downtime and maximizing cost efficiency. Assisting with driving programs.
ENQUIRIES : Mr H Steenkamp Tel No: (023) 347-3360
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
CLOSING DATE : 07 November 2025

POST 39/336 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER: CLINICAL SYSTEMS)**
Directorate: Health Information Technology

SALARY : R468 459 per annum
CENTRE : Head Office, HIS Application Support Centre
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Diploma or Degree. Experience: Appropriate experience of hospital administrative and clinical processes. Appropriate experience working on Electronic Health Record systems/modules. Appropriate working experience and knowledge of Electronic Health Record systems / modules. Appropriate experience in training and supporting system users. Appropriate knowledge/experience of hospital fees and patient administration policies. Inherent requirements of the job: Valid driver’s licence. Willingness to travel to WCDHW health institutions. Willingness to work overtime. Competencies (knowledge/skills): Good communication and interpersonal skills. Proven ability to work in a team environment. Ability to provide user training and support. Accurate data capturing skills. Computer literacy, including MS Office and MS Project. Knowledge of Clinicom, HECTIS, eCCR and other Hospital Information System modules. Understanding of Business Process Re-engineering. Understanding of system maintenance and enhancement process flow. Understanding and developing quality control processes.
DUTIES : Manage and control the Clinical systems / modules at all hospitals and clinics in the Western Cape. Maintain and update master files, documentation, access control, and print management. Manage and ensure updates of annual or ad hoc regulatory changes. Liaise with HIS management, hospital IT, and other stakeholders on clinical system matters. Provide end-user support and resolve

system problems for clinical systems. Update and maintain user manuals and clinical system procedures. Develop quality control script for system changes and manage test processes with formal outcome reporting. Develop system release notice for system changes and ensure user awareness. Identify training needs and provide training to users and core trainers. Assist with data quality assurance. Manage compliance of system release logs and exception reports. Drive business process re-engineering in clinical system-related areas across hospitals. Support development and administration of new clinical system modules. Manage Integrated Health Solution System Controllers. Collaborate with the Finance and clinical documentation team to ensure compliance of Clinical systems to hospital fee and patient administration policy and manage new enhancement requests to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems.

ENQUIRIES : Mr J Maharaj Tel No: (021) 938-6513

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo competency assessments/proficiency tests.

CLOSING DATE : 07 November 2025

POST 39/337 : **EMS STATION MANAGER GRADE 3 TO 6 (HEALTHNET)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R397 308 per annum
Grade 4: R480 108 per annum
Grade 5: R562 119 per annum
Grade 6: R624 288 per annum

CENTRE : Emergency Medical Services, Central Karoo

REQUIREMENTS : Minimum educational qualification: **Grade 3**: Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4**: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6**: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Experience: **Grade 3:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). **Grade 4:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 5:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Registration with the Professions Council: **Grade 3**: Registration with the Health Professions Council of South Africa as an AEA. **Grade 4**: Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 6:** Registration with the Health Professions Council of South Africa as an ECP. Inherent requirement of the job: Current registration as an AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.

DUTIES : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr J Jansen Tel No: (044) 802-2500 (District Manager, Central Karoo)
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for the post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
CLOSING DATE : 07 November 2025

POST 39/338 : **PARAMEDIC GRADE 2 TO 4 (EMS CRITICAL CARE TEAM) (X4 POSTS)**
Chief Directorate: Emergency And Clinical Support Service

SALARY : Grade 2: R397 308 per annum
Grade 3: R487 014 per annum
Grade 4: R570 267 per annum
CENTRE : Emergency Medical Services, Critical Care Team
REQUIREMENTS : Minimum educational qualification: **Grade 2**: Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3**: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with the Professions Council: **Grade 2**: Registration with the HPCSA as Paramedic with CCA or National Diploma. **Grade 3**: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. **Grade 4:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: **Grade 2:** 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. -**Grade 3**: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None. -**Grade 4**: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of registration category. -Computer literacy and skills. ACLS and PALS certifications. Previous Critical Care retrieval.
DUTIES : The primary purpose of this role: To perform advanced medical interventions, manage complex medical emergencies, and provide interfacility transport for critically ill or injured patients. Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: Maintained accurate patient records using electronic patient care report (EPCR) and comply with all CCT regulatory unit standards. Patient Care Excellence: Maintain consistently high-quality patient care standards across the entire service by delivering continuous, effective, and holistic pre-hospital emergency care to the Western Cape public. Clinical Leadership & Development: Participate in 50% CCT CME sessions. Participate in 50% of CCT clinical practical sessions. Participate in 50% of CCT Clinical discussion

and review/ M&M session. Uphold your CCT Portfolio of Evidence (POE). Pass CCT Annual written exam (1x remedial). Pass CCT Annual practical exam (1x remedial -Strategic Implementation: Promote patient-centred practices across the full spectrum of EMS within WCGHW. Collaborated with various stakeholders within the health ecosystem to deliver effective evidence-based patient care. Provide strong clinical leadership throughout the organisation to drive continuous improvement. Performance Management: Monitor service delivery against established emergency timeframes and quality benchmarks. Evaluate and enhance clinical practices through systematic oversight and feedback mechanisms. Drive organisational excellence through strategic leadership and clinical governance.

ENQUIRIES : Mr B Klein Tel No: (021) 508-4523 or email: Bradley.klein@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 07 November 2025

POST 39/339 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (NEUROLOGY, NEUROSURGERY AND PSYCHIATRY)**

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as an Occupational Therapist. Registration with the Professions Council: Registration with the HPCSA as Occupational Therapist. Experience: **Grade 1**: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 10 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 20 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Experience in Neurology, Neurosurgery and Adult Psychiatry Occupational therapy. Intermediate and advance seating experience. Splinting experience. Experience in student training/supervision. Sound knowledge of relevant national, provincial legislation and various physical conditions. Good interpersonal, organizational, and planning abilities. Able to work well within a team. -Good communication skills (written and verbal).

DUTIES : The successful candidate will be required to deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment. Performing basic, intermediate and advanced seating assessments for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Measurement and

fabrication of pressure garments. Executing appropriate discharge plans in accordance with departmental procedures. Independent case management through attendance of ward-rounds and multi-disciplinary meetings (where applicable). To cover in Psychiatry, when requested, as per operational requirements. Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training.

ENQUIRIES : Ms S Ngemntu Tel No: (021) 938-5062
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status)".
CLOSING DATE : 07 November 2025

POST 39/340 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Financial Admin & SCM Metro TB Centre
REQUIREMENTS : Minimum educational qualifications: Appropriate three-year Diploma/Degree. Experience: Appropriate experience in financial and expenditure management. Appropriate supervisory experience. Appropriate working experience on BAS and Logis systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Relevant knowledge, skills and experience of financial systems, processes, procedures, prescripts, and legislative framework (PFMA, NTR's, etc) Computer literacy (MS Office, Outlook, Word, and Excel).
DUTIES : Authorizing payments on the BAS (Basic Accounting System) and Logis systems. Compliance monitoring including adherence to policies and feedback to departmental internal control unit on findings. Management of assets and liabilities accounts, processing of journals and debt management. Management of hospital revenue and petty cash administration. Compilation of reporting including annual financial statements, leases and 30-day payment reporting. Human resource development, management and supervision of personnel.
ENQUIRIES : Ms D Naicker Tel No: (021) 508-8300
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualifications verification, criminal records and previous employment.
CLOSING DATE : 07 November 2025

POST 39/341 : **DRG COSTING SPECIALIST**
Directorate: Management Accounting

SALARY : R397 116 per annum
CENTRE : (Head Office, Cape Town), Sub-Directorate: Billing System Support, Compliance Auditing and Training (Based at Western Cape College of Nursing, Stikland)
REQUIREMENTS : Minimum educational qualification: An appropriate four-year Diploma or three-year Degree in health-related field or Finance related or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management in public or private healthcare sector. Appropriate experience in clinical procedural costing in South Africa. Appropriate experience with using Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness to travel between

Health institutions. Competencies (knowledge/skills): Advanced knowledge computer literacy skills in MS Excel and Word. Skills in research and analytical thinking. The ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures to produce a cost outcome.

DUTIES : Public health care costing of high volume and high resource services across the Western Cape Province. Perform assessment and costing of audited data through utilization of clinical records, accounts and invoices and capture data utilizing a data capturing tool. Assess health service utilisation to measure the cost of comprehensive health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Accurate record keeping and general office and ad-hoc duties. Procedural observation and interviews to gain costing insights.

ENQUIRIES : Ms K Maritz Tel No: (021) 940-4459

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.

CLOSING DATE : 07 November 2025

POST 39/342 : **ENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (STORES, INVENTORY AND WAREHOUSE MANAGEMENT)**

SALARY : R397 116 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge of Warehouse/Stores management. Appropriate experience in a large warehouse environment in a hospital and/or medical environment. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): Strong organizational and communication skills (written and verbal). Good knowledge of inventory management procedures and electronic materials management systems. Ability to manage multiple priorities and work independently. Knowledge of Syspro or any other warehouse enterprise software. Knowledge and ability to apply the Disciplinary code. Computer literacy.

DUTIES : Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management. Liaise with End Users with regards to any queries which may arise. Manage Inventory and Consumable stock levels and assist in Bi-Annual Stock take process. Perform all Warehouse Management functions to ensure the availability of inventory or consumable stock. Assist and supervise Disposal Management functions with regards to inventory and expired/redundant Inventory and consumables. Liaise with End users, suppliers/service providers and other departments regarding Supply Chain matters. Provide supervisory guidance and assistance to Administrative Officers. Manage the performance and development of own staff.

ENQUIRIES : Mr S Adonis Tel No: (021) 938-4016

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlised candidates will be subjected to a practical assessment.

CLOSING DATE : 07 November 2025

POST 39/343 : **SENIOR ADMINISTRATIVE OFFICER: (FINANCE), FORENSIC PATHOLOGY SERVICES, (SCM)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R397 116 per annum

CENTRE : Head Office, Cape Town, Forensic Pathology Services

REQUIREMENTS : Minimum educational qualification: Appropriate 3 year National Diploma or Degree in Finance / Supply Chain Management / Public Administration. Experience: Appropriate supervisory experience. Appropriate experience in Public Service Supply Chain Management. Appropriate experience in the

procurement of Goods and Services and Asset Management. Appropriate experience in system functions, BAS, Logis and Electronic Procurement Solutions (ePS). Appropriate experience in a Public Service Finance environment. Inherent requirements of the job: A valid driver's licence (Code B/EB). May be required to work overtime. Competencies (knowledge/skills): Computer Literacy in Microsoft Package (Microsoft Word, Microsoft Outlook, Microsoft Excel). Ability to work independently as well as in a team. Ability to work under pressure and meet deadlines. Organisational, managerial, leadership skills and an aptitude for working with financial figures. Appropriate knowledge of relevant Finance prescripts, Supply Chain Management prescripts, departmental policies, delegations and procedures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Ability to communicate clearly and discreetly in person and writing.

DUTIES : Ensure an effective and comprehensive Supply Chain Management service is rendered to the Directorate. Effective maintenance of assets of the Directorate. Effective Management of Finance and Expenditure Control and Fleet Management. Efficient support to the Manager of the Component. Efficient Supervision of staff.

ENQUIRIES : Mr. JJ Small, email: (Jabriel.Small@westerncape.gov.za)

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment. The pool of applications will be considered for vacancies within Forensic Pathology Service, Head Office, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/344 : **ARTISAN FOREMAN GRADE A (GENERAL)**
Chief Directorate Rural Health Services

SALARY : R382 047 per annum

CENTRE : Helderberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. (General). Experience: 5 years' experience as an Artisan after obtaining the Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Do standby duties and emergency callouts as required. Competencies (knowledge/skills): Competency in Supervisory and Management skills Sound interpersonal and good verbal and written communication skills. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy (MS Office and MS Excel). Conversant with disciplinary actions.

DUTIES : Supervise staff in Workshop and produce designs and objects with material and equipment according to job specifications and standards and provide and assistance to Artisans and other workshop staff. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice and ensure quality assurance of all work performed Repair equipment, facilities, plants and buildings according to standards including the hub clinics. Keep register of all work done, keep control of job cards and compile and submit reports as required. Ensure the adherence is given to the Occupational Health and Safety act, Perform administrative duties and assist with personnel progress reports. Assist with the ordering, procurement and control of maintenance material and equipment (Validating quotations, writing specifications). Planning and décor of new installations and alterations.

ENQUIRIES : Ms. J Julies Tel No: (021) 850-4738

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Artisan Foreman post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 07 November 2025

POST 39/345 : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum

CENTRE : Eerste River Hospital, Khayelitsha Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with the Professions Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1**: None after registration. **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and PowerPoint and e-mail (Outlook). Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a hospital setting.

DUTIES : Provision of comprehensive client-centered clinical social work services in the hospital setting, with regard to care, support, and protection of vulnerable individuals, groups, families, and communities, to ensure safe discharge plans. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in the training and development of staff. Assist with the achievement of the departmental and organizational goals. Perform all the administrative functions required of the job.

ENQUIRIES : Dr S Serfontein Tel No: (021) 902-8061

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”.The pool of applicants will be considered for other Social Worker posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 07 November 2025

POST 39/346 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PERSONNEL ADMINISTRATION)**

SALARY : R325 101 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel and Human Resource Management as applicable in a staff office. Appropriate Supervisory experience. Appropriate experience in OSD as well as the pay progression prescripts. Appropriate experience in all aspects of personnel and salary

administration. Appropriate experience of PERSAL and the relevant functions. Competencies (knowledge/skills): Computer Literacy. Good communication skills (written and verbal). Good numeracy skills. Knowledge of the overtime system.

DUTIES : The management and supervision of staff office with a very high workload, which are responsible for all personnel and related matters. Supervise, plan and co-ordinate the section with regards to the relevant policies, procedures, prescripts with regard to personnel, salary, leave. termination and administration in general as applicable in a staff office. Responsible for the monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS/PERMIS). Act as revisor of PERSAL work. Completion of ad-hoc tasks for example the answering of audit reports. Provide in-service training of personnel within the relevant section. Application of the OSD and pay progression system. Provide assistance to clients, personnel, management and supervisors.

ENQUIRIES : Ms P Samson Tel No: (021) 938-5033

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

CLOSING DATE : 07 November 2025

POST 39/347 : **PROFESSIONAL NURSE GRADE 1 TO 3 (NURSING GENERAL) (MALE WARD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Eerste River Hospital, Khayelitsha/Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1**: None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: To work shifts including weekends, public holidays and night duty. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures of the Nursing Act. Problem solving, decision-making, and good interpersonal skills. Report writing skills. Health promotion and team building.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.

ENQUIRIES : Ms MM Luphondo Tel No: (021) 902-8010/57

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before of the interview. This concession is only applicable on health professionals who must apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 07 November 2025

POST 39/348 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: COPC WELLNESS PROGRAM)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : PHC Support and Outreach, Oudtshoorn Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Experience: **Grade 1**: None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 10 years appropriate recognisable experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours and travel if necessary to meet operational requirements. Willingness to provide wellness service within the Oudtshoorn Sub District. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent communication skills (verbal and written) with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Ability to work independently and in a multi – disciplinary team as a supervisor.

DUTIES : External interface management by planning, delivered and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Delivered wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. Diabetes, hypertension, TB, HIV, mental health. Delivered and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms NC Jackson Tel No: (044) 203-7205

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/349 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (NEUROLOGY, NEUROSURGERY AND PSYCHIATRY) (6/8TH POST)**

SALARY : Grade 1: R297 924 per annum
Grade 2: R347 955 per annum
Grade 3: R407 325 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as an Occupational Therapist. Registration with the Professions Council: Registration with the HPCSA as Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Experience in Neurology, Neurosurgery and Adult Psychiatry Occupational therapy. Intermediate and advance seating experience. Splinting experience. Experience in student training/supervision. Sound knowledge of relevant national, provincial legislation and various physical conditions. Good interpersonal, organizational, and planning abilities. Able to work well within a team. Good communication skills (written and verbal).

DUTIES : The successful candidate will be required to deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment. Performing basic, intermediate and advanced seating assessments for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Measurement and fabrication of pressure garments. Executing appropriate discharge plans in accordance with departmental procedures. Independent case management through attendance of ward- rounds and multi-disciplinary meetings (where applicable). To cover in Psychiatry, when requested, as per operational requirements. Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training.

ENQUIRIES : Ms S Ngemntu Tel No: (021) 938-5062

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 07 November 2025

POST 39/350 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum

CENTRE : Crossroads CDC (X1 Post)
Dr Abdurahman CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: A qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) Institutional or Pharmacist Assistant (Post Basic), as required by the training facility and the South African Pharmacy Council (SAPC). Registration with the Professions Council: Registration with the SAPC as Pharmacist Assistant (Post-Basic) Institutional or Pharmacist Assistant (Post-Basic). Experience: **Grade 1**: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2**: A

minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3**: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC.

DUTIES : Dispensing and capturing of prescriptions under supervision of pharmacist. Counselling the patients. Receiving stock from supplier and capturing thereof. Ordering and issuing of stock. Manufacturing of mixtures under the supervision of the pharmacist. Support and assist pharmacist.

ENQUIRIES : Mr M Roomanay Tel No: (021) 370-5000

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 07 November 2025

POST 39/351 : **SPEECH THERAPIST GRADE 1 TO 3 (CHILD AN ADOLESCENT) (5/8TH POST)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R248 271 per annum
Grade 2: R289 962 per annum
Grade 3: R339 438 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as practitioner in Speech Therapist and Audiologist or Speech Therapist. Registration with the Professions Council: Current registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1**: None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. - **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3**: A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom) Knowledge related to appropriate speech therapy screening, assessment, and treatment. Appropriate Speech Therapy experience with Intellectual Disability and the management of dysphagia and communication.

DUTIES : Effectively provide dysphagia and communication screening, assessment, and management services to in-patients and out-patients in the specialist field of Intellectual Disability as well as all other areas in psychiatry. Effectively administer records, data and hospital information related to clients. Make relevant referrals to the best interest of clients. Provide input into development

of Speech and Hearing protocols. Provide training to staff and families related to Speech Therapy.

ENQUIRIES : Ms N Jacobs Tel No: (021) 370-1105

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/352 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH POST)**
Overberg District

SALARY : Grade 1: R248 271 per annum
Grade 2: R289 962 per annum
Grade 3: R339 438 per annum

CENTRE : Theewaterskloof PHC Support and Outreach

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1**: None after registration as Occupational Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Occupational Therapist with the HPCSA in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district / district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment and as part of a multi-disciplinary team.

DUTIES : Clinical Occupational therapy services at health facility level, district hospital and PHC facilities. Training of self and other staff members. Render community-based occupational therapy service. Administrative duties, complete documentation of all services rendered. Provide health promotion/training and community service interventions. Render mobility assistive device service.

ENQUIRIES : Dr RJ Liebenberg Tel No: (028) 212-1070

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof

of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/353 : **PERSONNEL OFFICER (EMPLOYEE SOURCING)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Khayelitsha Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior certificate or equivalent qualification. Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Attention to details and ability to execute duties accurately and thoroughly. Knowledge of Departmental Recruitment and Selection policy. Good interpersonal and problem-solving skills. Good planning and time management skills.
DUTIES : Checking adverts and capturing adverts on the S-CUBED system. Render a recruitment and selection process and perform verification and criminal record checks. Assist in establishment control function and confirm post details. Perform secretarial duties before, during and after interviewing processes. Drafting of motivations, letters of appointment and contracts. Apply knowledge of human resource policies, procedures and directives with regard to the recruitment and selection process. Maintain and update database and post/s tracking sheet. Handle correspondence and enquiries. Effective support to colleagues, supervisor, Manager, Community Day Centre's Community Health Centre and Hospital/s.
ENQUIRIES : Ms E Weaver Tel No: (021) 360-4638 or e-mail: Estelle.weaver@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE : 07 November 2025

POST 39/354 : **ADMINISTRATION CLERK: SUPPORT (EPWP)**
Directorate: Engineering and Technical Support Services

SALARY : R228 321 per annum
CENTRE : Head Office, Bellville Mobile Workshop
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience of EPWP programmes. Competencies (knowledge/skills): Knowledge, training and skills of the PERSAL system (the operation thereof). Computer literacy (MS Office: Word, Excel and PowerPoint). Knowledge of PGWC filing system, postal procedures and regulations.
DUTIES : Perform all administrative duties pertaining to Recruitment and Selection, Personnel, Salary, leave administration & Debt Management of EPWP Interns e.g Appointments, overtime, capturing of all leave types, RWOEE administration, PILIR Administration, auditing of files & HR representative in Recruitment and Selection processes. Assist staff, supervisor, management and members of the Public regarding EPWP related matters. Maintain an effective registry service for the component and perform registry duties e.g. filling of HR related documents, receipt, opening and sending of post. Support to the People Practices component with HR related processes.
ENQUIRIES : Ms A Swartz, Tel No: (021) 918-1572

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 07 November 2025

POST 39/355 : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
Chief Directorate: Metro Health Service

SALARY : R228 321 per annum

CENTRE : Khayelitsha CHC, Khayelitsha Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions, including the PHCIS System. Appropriate medical records experience in a health environment. Inherent requirement of the job: Prepared to work 12-hour shifts (including night duty, weekends, public holidays and overtime). Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Ability to function and participate actively in a group.

DUTIES : Admit and update client information, schedule and maintain appointments, register clients on appropriate systems. Timeous collection, capturing of folder data and management of data, head counts and TB service using appropriate data collecting systems. Record keeping, compiling of new folders, filing and retrieving of folders, tracing of old folders, archiving and destruction of old folders. Ensure proper management of folders at reception areas and schedule appointments (new, follow-up and operations) on the system. Correct patient assessment and accurate data recording. General administrative duties and perform relief duties. Support to Supervisor/Managers.

ENQUIRIES : Mr T Lewela Tel No: (021) 360-5209

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Administration Clerk: Admissions posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 07 November 2025

POST 39/356 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum

CENTRE : Khayelitsha CHC

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management in a health-related environment. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Access) Good verbal and written communication skill. Maintain positive inter-personal relations with all categories of staff in the execution of his/her supervisory functions. Knowledge and experience in Departmental Health Information Systems: PHCIS, Sinjani etc. Excellent filing, monitoring recordkeeping and training skills. Knowledge of NIMS.

DUTIES : Collect, collate and analyse information. Daily capturing of data from all units at facility. Compilation of daily, weekly ancapturingstics and abide to due dates. Weekly reporting on facility stats performance. Completing and reporting of routine monthly report. Effective recordkeeping of data and ensuring the security and confidentiality of files and data. Assist with data management quality monitoring. Rendering a support service to the supervisor and staff.

ENQUIRIES : Mr. T. Lewela Tel No: (021) 360-5209

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 07 November 2025

POST 39/357 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**
Chief Directorate: Rural Health Service

SALARY : R228 321 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, PowerPoint). Good numeracy skills. Knowledge of the Human Resource prescripts in the Public Service. Knowledge of PERSAL. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
DUTIES : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave housing, injury on duty, debt management and verify documents and qualifications etc. Assist with recruitment and selection processes. Responsible for capturing transactions on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters. Audit personnel, pension and leave files, handle a variety of personnel enquiries (written and telephonic) and file personnel data, policies regulations and circulars. Maintain registers, (i.e. PILIR, RWOEE, JD's, Appointment and Service Terminations). Effective support service to supervisor and colleagues.
ENQUIRIES : Ms LP Du Plessis Tel No: (044) 802-4357
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirement, and salary level are the same as those of the advertised post.
CLOSING DATE : 07 November 2025

POST 39/358 : **ADMINISTRATION CLERK: FINANCE/ADMIN (PATIENT ADMINISTRATION AND FEES)**
Chief Directorate: Rural Health Services

SALARY : R228 321 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate practical experience in Hospital Fees Department (IOD, RAF, Medical Aid, State Departments, H2 and H3 Follow-ups). Appropriate experience in Petty Cash management. Appropriate Cashier experience in the Public Sector. Procurement (Ordering of Stationary). Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook) (Attach Proof). Knowledge of PFMA Act, Treasury Regulations and Instructions and Division of Revenue Act (DORA). Excellent interpersonal skills and the ability to maintain confidentiality. Knowledge of Hospital Fees, Clinicom, AR, UPFS and BAS and Logis.
DUTIES : Effective and efficient management of H2 and H3 accounts, IOD accounts, RAF accounts, Medical Aid accounts, and State Department accounts. Compiling and submitting of IOD accounts. Effective and efficient management and clearance of the Intra Response and Medscheme accounts. Effective and efficient management of Cashiers Office including petty cash. Follow up on outstanding accounts and attend to account queries.
ENQUIRIES : Mr O Nondala Tel No: (044) 802-4512
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be

considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/359 : **ADMINISTRATION CLERK: COLLEGE ADMINISTRATION**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R228 321 per annum
CENTRE : College of Emergency Care
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience at a recognised university. Inherent requirements of the job: Valid (Code B/EB) driver's license, willingness to travel. Ability to work after hours when required. Competencies (knowledge/skills): Ability to communicate effectively. Computer literate (MS Word, Excel and PowerPoint). Ability to collate, analyse, verify, and report data. Ability to accept accountability and responsibility with good interpersonal skills, and ability to maintain confidentiality, and excellent communication skills (written and verbal). Ability to work in a team and independently.
DUTIES : Provide office administration support to the WCG College of Emergency Care. Render administrative support for student recruitment-related duties. Provide administrative functional support to all components of the College. Ability to collate, analyze and report on data.
ENQUIRIES : Mr E Petersen Tel No: (021) 938-4115
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates will be required to complete a practical assessment.
CLOSING DATE : 07 November 2025

POST 39/360 : **STAFF NURSE GRADE 1 TO 3 (NURSING RELIEF)**
Garden Route District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Professions Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work shifts, day and night duty and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
ENQUIRIES : Ms JA Mahlangu Tel No: (044) 604-6104
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three

months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/361 : **STERILIZATION OPERATOR PRODUCTION**
Chief Directorate: Metro Health Services

SALARY : R163 680 per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7)Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a co-operative way within a team context.
DUTIES : Effective application of sterilisation processes and techniques and promote adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilization of instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines & equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments, equipment.
ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment. Candidates may be subjected to a competency test.
CLOSING DATE : 07 November 2025

POST 39/362 : **CLEANER**
Garden Route District

SALARY : R138 486 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirement of the job: Willingness to work weekends, shifts, overtime, public holidays and night duty. Willingness to rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication and interpersonal skills. Appropriate knowledge of correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Ability to work under pressure and perform physically demanding tasks. Support to housekeeping supervisor and adhere to policies and cleaning practices.
DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Responsible for cleaning and safe keeping of machinery. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patient's meals.
ENQUIRIES : Ms JA Mahlangu Tel No: (044) 604-6104
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be

considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 07 November 2025

POST 39/363 : **LAUNDRY AID (X4 POSTS)**
West Coast District

SALARY : R138 486 per annum
CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience on handling of linen in a hospital environment. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, public holidays and overtime when required. Competencies (knowledge/skills): Good verbal, as well as written communication skills. Must be physically able to lift heavy objects and stay for long hours on your feet. Must be able to do laundry duties. Knowledge of stock and infection control.
DUTIES : Ensure that wards and institutions are provided with clean linen timeously. Assist with loading of linen in/out of laundry vehicles. Assist with delivering of linen to different departments or wards. Collection of soiled linen from the departments. Counting of linen daily and perform monthly stock taking. Support supervisor and relieve in other departments when needed.
ENQUIRIES : Mr A Van Vuuren Tel No: (022) 709-5096
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.
CLOSING DATE : 07 November 2025