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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2026
DATE ISSUED 30 OCTOBER 2026

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 : **INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**: Kindly note that posts of Director: Security & Facilities Management with Ref No: Q9/2026/54 and Director Risk & Integrity Management with Ref No: Q9/2026/55, advertised on Public Service Vacancy Circular 38 dated 23 October 2026 with a closing date of 06 November 2026, please note that the closing date has been extended to 16 November 2026. Apologies for any inconvenience caused.

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ANNEXURE A

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department will receive preference, in particular Persons with Disabilities and Youth.



APPLICATIONS : Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account. Applications must be submitted with two (2) attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website (Z83 editable) and 2. A recently updated comprehensive Curriculum Vitae. If either or all of these two attachments are not submitted, the applicant's application will be disqualified. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialed, dated and signed by the applicant.

CLOSING DATE : 16 November 2026

NOTE : Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty.

OTHER POST

POST 39/01	:	**REGISTRY CLERK REF NO: REGCLE** Nature of Appointment: Permanent
SALARY	:	R237 453 101 per annum (Level 05)
CENTRE	:	Pretoria, Hatfield
REQUIREMENTS	:	National Senior Certificate / Grade 12 (NQF level 4) as recognised by the South African Qualifications Authority. No work experience required. Skills / Competencies and Knowledge: Basic Job knowledge in terms of exposure to a Registry Environment and knowledge of Electronic and Manual Filing and Administration. Skills: Communication (verbal and written), Interpersonal Relations, Flexibility, Planning and Organising, Technical Competencies, Document management (Manual and Electronic), Archiving, Communications, Record keeping. Computer Literacy.
DUTIES	:	The purpose of the post is to render effective and efficient administrative clerical services to support the delivery of registry and document management services. The successful candidate will render general clerical support services, including registering, stamping, sorting and distribution of incoming and outgoing physical and electronic documents and mail. Open new files and register them in the Register of Files Opened, and close files and register them according to the registry procedure manual and file plan. Replace worn-out file covers as and when required. Manage a SharePoint folder for Ministry documents. Complete control sheets, report files that are due for disposal, and record all documents to be scanned in the Register of Scanned Documents. issue and issue, and receive (physical and electronic) files. Photocopy and scan records as requested. Arrange and pack records as per transfer list and conduct logistical arrangements for the transfer of archival records. Driving change and operational excellence and ensuring compliance in own area of work.
ENQUIRIES	:	Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
APPLICATIONS	:	Link: **CLICK HERE**
NOTE	:	EE Targets: Persons with Disabilities and Youth (Male and Female) applicants to be addressed.

ANNEXURE B

DEPARTMENT OF CORRECTIONAL SERVICES

Note: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Blacks and Whites are encouraged to apply. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.



APPLICATIONS : Should be submitted online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

CLOSING DATE : 16 November 2026 @ 15H45

NOTE : Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. 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, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications: Applications must be submitted on the Z83 form (Public Service application form) accessible on the link provided below and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 39/02 : **ASSISTANT DIRECTOR: INJURY ON DUTY REF NO: HO 2025/11/109**
Re-advertisement, Candidates who previously applied need to re-apply.
Directorate: Employee Wellness and OHS

SALARY : R487 197 per annum

CENTRE : National Head Office

REQUIREMENTS : Degree/Diploma in Occupational Health/Hygiene or Safety Management or equivalent qualification. 3- 5 years' relevant experience gained in an occupational health and safety environment. Computer literate. Valid driver's licence. Competencies and attributes: Knowledge of Occupational Injuries and Diseases Act (COIDA). Knowledge of Public Service Regulations. Knowledge of collective agreements with regard to occupational injuries and diseases. Knowledge of DPSA Circulars with regard to occupational injuries and diseases. Knowledge of Occupational Injuries and Diseases statistics. DCS employee occupational health and safety policy and processes. Labour Relations Act. HR Mandates regarding occupational injuries and diseases.

Policy analysis, monitoring, evaluation and implementation. Information collection, analysis, interpretation, dissemination with regard to occupational injuries and diseases policies, regulations and acts. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health & safety, employee wellness, remuneration & allowances, etc. Presentation and communication skills. The ability to access and interpret required management information. Technical report writing. Knowledge of OHS Act. Project management principles. Listening and problem-solving skills. Networking/liaison with stakeholders. Basic Conditions of Employment Act.

DUTIES : Manage the administration of occupational injuries and diseases processes within DCS as stipulated by Occupational injuries and Diseases Act. Coordinate and monitor the implementation of policies and processes pertaining to occupational injuries and diseases. Conduct occupational injuries and diseases research. Ensure that incidents are reported, medical assistance is provided and that the compensation claim process begins as soon as possible. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No:(012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 39/03 : **HR PRACTITIONER: PLACEMENT ADMINISTRATION REF NO: HO 2026/11/110**
Directorate: HR Administration and Utilization

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Human Resource Management or relevant qualification. 1-2 years' experience in human resource environment. PERSAL knowledge will be an added advantage. Computer literate. Valid driver's licence. Competencies and attributes: Basic knowledge of HR policies and procedures. LOGIS administration. Understanding of Public Service Regulations. Knowledge of clerical and administrative processes. Basic financial administration. Information collection, analyses, interpretation, dissemination with regard to HR. Placement payment. Listening skills. Numeracy. Knowledge of placement policy and processes. Knowledge of HR mandates on placement payments. Relevant PERSAL functions. Knowledge of the Public Service Regulations and related HR policies and procedures.

DUTIES : Administer transfer related benefits at placements. Receive, check and process requests for transfer related benefits: Interim accommodation, removal of furniture, payment of bond fees, payment of the relocation claim, pre-visit. Implementation of policies and procedures. Apply HR placement policies and procedures when dealing with all transfer related benefits. Monitor and follow-up of payments. Keep a register/database of all placement payment requests. Liaise with relevant stakeholders timely processing of payments. Respond to queries from employees regarding their payments. Provide general admin support. Maintain and update records, files and databases related to HR placement payments. Management of performance information, resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

OTHER POSTS

POST 39/04 : **CHAIRPERSON**
Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

SALARY : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.

CENTRE : **Eastern Cape region**:
Cradock Ref No: EC 2026/10/01, [Re-advertisement]
Lusikisiki Ref No: EC 2026/10/02
Mthatha Ref No: EC 2026/10/03, [Re-advertisement]

Sada Ref No: EC 2026/10/04, [Re-advertisement]
St Albans Ref No: EC 2026/10/05, [Re-advertisement]
Gauteng Region:
Baviaansport Ref No: GP 2026/10/01
Johannesburg Ref No: GP 2026/10/02
Kgoši Mampuru II Ref No: GP 2026/10/03 [X2 Posts]
Modderbee Ref No: GP 2026/10/04
Zonderwater Ref No: GP 2026/10/05]
Limpopo, Mpumalanga and North West Region:
Klerksdorp Ref No: LMN 2026/10/01
Barberton Ref No: LMN 2026/10/02
Witbank Ref No: LMN 2026/10/03
Western Cape Region:
Drakenstein Ref No: WC 2026/10/01
Goodwood Ref No: WC 2026/10/02
Overberg Ref No: WC 2026/10/03
Pollsmoor Ref No: WC 2026/10/04

REQUIREMENTS : A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Previous 5 years' experience in management or decision-making position. Demonstrable experience of and ability to conduct effective evidence-based decision making, weighing facts and evidence, analysing and critically evaluating large volumes of complex information and identifying key issues, within tight deadlines and working on your own initiative. Demonstrable independence of mind and sound judgement, with the ability to make evidence-based decisions that are accurately documented. Excellent interpersonal skills: the ability to gain respect and maintain rapport through effective communication and influencing skills – with the confidence to challenge opinions where necessary, work collegiately and resolve differences to reach sound decisions. Excellent communication skills, both written and oral: the ability to communicate sensitively and effectively with a wide range of individuals, varying your approach as necessary and treating others with respect, to listen actively and evaluate replies in order to probe issues. Excellent written skills: the ability to draft well-formed written reports which summarizes evidence in support of a decision or recommendation. Demonstrable high standards of corporate and personal integrity and conduct, such as a strong commitment to fairness, equality and the ethos of supporting the wider public or community good through your contributions. High levels of time management, organizational and administrative skills, together with strong personal motivation and commitment to professional self-development. Evidence of experience of any aspect of the criminal justice system and an understanding of the importance of the victim's perspective. Previous experience in management or decision-making position.

DUTIES : Analyse and critically evaluate information in order to identify continuing risk/dangerous-ness in an individual offender's case, where information may come from a variety of sources including electronic and paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and to set conditions where release is appropriate. Oversee the hearing of cases in order to assess risk. Work collaboratively with other parole members in order to make judgements about the available evidence and to provide a concise and structured summary of relevant factors in reaching a decision or recommendation. Facilitate report writing, draft reasoned summaries and decisions. Be an effective ambassador for the Parole Board when representing it at hearings or any other event. Facilitate administrative roles associated with preparation for hearings, hearings and revocations/cancellations, public education on parole, facilitate invitation of victims to hearings including court attendance as a result of litigation by offenders.

ENQUIRIES : **Eastern Cape Region**: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Ms Mongwai EN Tel No: (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : For re-advertised posts: Candidates who previously applied need to re-apply. Call for applications to serve as members of the correctional supervision and parole board. The Minister of Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision and Parole Board. The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chairs absence) is decision making. Decision making in light of a number of factors, that is:- rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998. Applications: Applications must be submitted on the Z83 form (Public Service application form) accessible on the link below and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. 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, security vetting, qualification verification and criminal records verification. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advertisement requirements and responsibilities. The Department of Correctional Services reserves the right not to fill these posts. Persons with disabilities are encouraged to apply. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advertisement requirements and responsibilities. The Department of Correctional Services reserves the right not to fill these posts.

APPLICATIONS : Interested candidates should submit complete applications online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

CLOSING DATE : 16 November 2026 @ 15h45.

POST 39/05 : **VICE-CHAIRPERSON**
Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998

SALARY : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.

CENTRES : **Eastern Cape Region**:
Amathole [Ref: EC 2026/10/06] [Re-advertisement]
Cradock Ref No: EC 2026/10/07, [Re-advertisement]
Kirkwood Ref No: EC 2026/10/08, [Re-advertisement]
Lusikisiki Ref No: EC 2026/10/09
Sada Ref No: EC 2026/10/10, [Re-advertisement]
St Albans Ref No: EC 2026/10/11, [Re-advertisement]
Gauteng Region:
Boksburg Ref No: GP 2026/10/06
Kgoši Mampuru II Ref No: GP 2026/10/07
Modderbee Ref No: GP 2026/10/08
Zonderwater Ref No: GP 2026/10/09
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/10/04

Klerksdorp Ref No: LMN 2026/10/05
Western Cape Region:
Brandvlei Ref No: WC 2026/10/05
Breede River Ref No: WC 2026/10/06
Drakenstein Ref No: WC 2026/10/07
Goodwood Ref No: WC 2026/10/08
Overberg Ref No: WC 2026/10/09
Voorberg Ref No: WC 2026/10/10
West Coast Ref No: WC 2026/10/11

REQUIREMENTS : A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Proven 3 years supervisory role or community leadership experience as well as active involvement in community-based structures. Commitment to a corruption free administration. A good standing with the community with extensive life experience. Proven special interest in the Criminal Justice System.

DUTIES : Chair meetings in the absence of the Chairperson. Sign documents in the absence of the Chairperson. Participate in the analysis and evaluation of information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources including electronic, paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and recommend appropriate conditions where release is appropriate. Participate in the hearing of cases in order to assess risk while work collaboratively in making judgements about the available evidence and formulate a concise and structured summary of relevant factors to aide in reaching a decision or recommendation. Participate in report writing, assist in drafting seasoned summaries and assist the Chairperson in recommending a decision. Be an effective ambassador for the Parole Board when representing it at hearings or any other event.

ENQUIRIES : **Eastern Cape Region**: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Gauteng Region: Ms Mongwai EN Tel No: (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : For re-advertised posts: Candidates who previously applied need to re-apply. Call for applications to serve as members of the correctional supervision and parole board. The Minister of Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision and Parole Board. The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chairs absence) is decision making. Decision making in light of a number of factors, that is:- rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998. Applications: Applications must be submitted on the Z83 form (Public Service application form) accessible on the link below and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. 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, security vetting, qualification verification and criminal records verification. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advertisement requirements and responsibilities. The Department of Correctional Services reserves the right not to fill these posts. Persons with disabilities are encouraged to apply. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advertisement requirements and responsibilities. The Department of Correctional Services reserves the right not to fill these posts.

APPLICATIONS : Interested candidates should submit complete applications online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

CLOSING DATE : 16 November 2026 @ 15h45.

POST 39/06 : **COMMUNITY MEMBER**
Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

SALARY : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.

CENTRES : **Gauteng Region:**
Baviaansport Ref No: GP 2026/10/10
Boksburg Ref No: GP 2026/10/11
Johannesburg Ref No: GP 2026/10/12
Kgoši Mampuru II Ref No: GP 2026/10/13
Leeuwkop Ref No: GP 2026/10/14
Zonderwater Ref No: GP 2026/10/15
Limpopo, Mpumalanga and North West Region:
Klerksdorp Ref No: LMN 2026/10/06
Western Cape Region:
Brandvlei Ref No: WC 2026/10/12
Breede River Ref No: WC 2026/10/13
Goodwood Ref No: WC 2026/10/14
Pollsmoor Ref No: WC 2026/10/15
West Coast Ref No: WC 2026/10/16 (X2 Posts)

REQUIREMENTS : Recognized degree or national diploma in one of the following fields: Criminal Justice, Community Development, Social Science, Policing or Human Rights related field. 5 years' experience in community development work and/or Criminal Justice. Previous experience in a decision-making capacity will be advantageous. Retired professionals are encouraged to apply. Competencies And Attributes: Communication. Client orientation and customer focus. Problem solving and analysis. Decision making. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of the Parole Board System.

DUTIES : The successful candidates will be responsible to attend and participate in the decision-making role in Parole Board hearings. Act as a facilitator of community reintegration on the part of offenders. Protect the interest of the community, offenders and the state. Ensure objective and fair application of the release policy. Perform ad-hoc tasks as determined by the Board. Ensure confidentiality in terms of Parole Board meetings, decisions and documentation.

ENQUIRIES **Gauteng Region**: Ms Mongwai EN Tel No: (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

APPLICATIONS : Interested candidates should submit complete applications online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

NOTE : For re-advertised posts: Candidates who previously applied need to re-apply. Call for applications to serve as members of the correctional supervision and

parole board. The Minister of Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision and Parole Board. The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chairs absence) is decision making. Decision making in light of a number of factors, that is:- rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998. Applications: Applications must be submitted on the Z83 form (Public Service application form) accessible on the link below and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. 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, security vetting, qualification verification and criminal records verification. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advertisement requirements and responsibilities. The Department of Correctional Services reserves the right not to fill these posts. Persons with disabilities are encouraged to apply. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advertisement requirements and responsibilities. The Department of Correctional Services reserves the right not to fill these posts.

CLOSING DATE : 16 November 2026 @ 15h45.

ANNEXURE C

DEPARTMENT OF ELECTRICITY AND ENERGY

APPLICATIONS	:	Applications should be accompanied by a comprehensive CV. You can email your application to Quoting the relevant reference number to: ICTSCChairperson@dee.gov.za
CLOSING DATE	:	13 November 2026 @ 16:00
NOTE	:	NB: Applicants who do not comply with the above-mentioned requirements, as well as applications received after the closing date, will not be considered. The requirements stated on the advertised posts are minimum inherent requirements; therefore, the criteria for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the larger number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POST

POST 39/07	:	**ICT STEERING COMMITTEE CHAIRPERSON** (3-Year contract)
SALARY	:	In accordance with National Treasury rates
CENTRE	:	Pretoria
REQUIREMENTS	:	An NQF level 9 qualification in any of the following fields: Information and Communication Technology (ICT) or Computer Science, or an equivalent qualification with expertise in Information and Communication Technology (ICT). A minimum of ten (10) years' experience in senior management or executive leadership in ICT, with a portion of this experience preferably within the South African public sector. Demonstrated expertise in ICT governance, strategy development, enterprise architecture, digital transformation, and the management of large-scale ICT projects. In-depth knowledge and understanding of the South African ICT regulatory and policy landscape. Professional membership and good standing status in relevant bodies is an added advantage. In-depth knowledge of the PFMA and the Treasury Regulations, as well as other governing prescripts. Exhibit independence of mind in deliberations and be proactive in advising the Accounting Officer. Applicants may not be in the employment of the Department and must have no business or personal relationship with the Department.
DUTIES	:	The Chairperson will be responsible for leading the Committee in advising the Accounting Officer in fulfilling their statutory responsibilities in terms of the Public Finance Management Act and other relevant prescripts as they relate to the following key areas: ICT Governance and Strategy: Leading the Committee in overseeing the development, implementation, and monitoring of the ICT Strategy and Enterprise Architecture, ensuring alignment with the strategic objectives. ICT Investment and Resource Management: Chairing the review and recommendation of the ICT budget, overseeing major ICT capital projects, ensuring value for money, and monitoring expenditure in line with PFMA and National Treasury requirements. Project and Portfolio Management: Providing leadership in the oversight of the prioritisation, execution, and delivery of all ICT projects, with a focus on project governance, risk management, and benefits realisation. Cybersecurity and Information Security: Steering the Committee's oversight of robust cybersecurity and information security measures, including compliance with POPIA, MISS, and the National Cybersecurity Policy Framework, and managing ICT-related risks. Service Delivery and Digital Transformation: Guiding the Committee's monitoring of ICT service performance and reliability, championing digital transformation initiatives to improve service delivery, and overseeing the management of service level agreements (SLAs). Compliance and Legislative Alignment: Ensuring the Committee's oversight of the ICT environment complies with all relevant legislation, including the PFMA, SITA Act, ECT Act, and POPIA, as well as applicable National Treasury regulations and minimum ICT standards. In addition to the above, the Chairperson will be responsible for: Setting the agenda for Committee meetings. Chairing all Committee meetings, ensuring constructive dialogue and effective decision-making. Representing the

Committee's views and recommendations to the Accounting Officer. Acting as the primary liaison between the Committee, the Accounting Officer, and the Audit and Risk Management Committee on ICT governance matters.

ENQUIRIES : Mr Shuping Tel No: (012) 406 7711

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 : 13 November 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the old Z83 application form will not be considered. Each application for each post (s) must have its own application form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV and a completed, initialled and signed Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).
ERRATUM: Kindly take note that the advertised post of Personnel Officer with Ref No: HR4/4/1/13 for Provincial Office: East London is withdrawn. The post was advertised on Public Service Vacancy Circular 37 dated 16 October 2026 with closing date of 30 October 2026.

OTHER POSTS

POST 39/08 : **DEPUTY DIRECTOR: FLEET MANAGEMENT & AUXILIARY SERVICES REF NO: HR4/4/4/10/02**
Re-Advertisement, applicants who previously applied must re-apply

SALARY : R932 292 per annum, (all-inclusive salary package)

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : A qualification at NQF 6 as recognised by the South African Qualification Authority (SAQA) in Public Management/Business Management/Public Administration/Fleet/Transport Management. Five (5) years' experience of

		which two (2) years at supervisory level and three (3) years' functional experience in either fleet or transport management, Auxiliary services or Facilities Management or Property Management experience. Knowledge: Government immovable Asset Management Act (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedures, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OSHA), National Archive and Records Act (NAARA). Skills: Communication, Attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem Solving, Decision Making, Time Management, Managerial and supervision, Analysis.
DUTIES	:	Manage the provision of fleet management services within the province. Monitor effective provision of efficient auxiliary services within the province. Manage and maintain the building lease and the State-owned portfolio. Manage all the resources of the Sub-Directorate.
ENQUIRIES	:	Ms H Rampou Tel No: (011) 853 0312
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown, For online applications email: Jobs-GP9@labour.gov.za
NOTE	:	EE targets-African Males, Indian females and White males are encouraged to apply.
POST 39/09	:	**ASSISTANT DIRECTOR UI OPERATIONS REF NO: HR4/4/8/195**
SALARY	:	R605 742 per annum
CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	Undergraduate qualification in Operations Management/Public Management or Administration, Business Administration or Management/Administrative Management/Management/Financial Accounting/Finance at NQF Level 6 as recognised by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Operations environment, and two (2) years must be at a supervisory experience. Valid driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Service Act (PSA), Public Service Regulation (PSR), Basic Conditions of Employment Act (BCEA), Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA). Skills: Computer, Report writing, People management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory skills, Coaching skills.
DUTIES	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate local appeals and complaints in the province. Coordinate general support. Manage resources in the unit.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
NOTE	:	EE targets- Priority will be given to African Female, Coloured Males, Indian Males, Indian Females, White males.
POST 39/10	:	**STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/1030**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office Bloemfontein, Free State
REQUIREMENTS	:	BPROC/ LLB/ BCOM LAW. One (1) year in the legal compliance environment. A valid driving license. Knowledge: Public service transformation and management issues. Public Service act. Treasury Regulations. Departmental policies and procedure. Corporate governance. Skills Development Act. Public Service Regulations. SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
DUTIES	:	To plan independently administer work referred to Statutory Services for enforcement of non-compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the province. Compile stats for the unit.

ENQUIRIES	:	Mr M Luxande Tel No: (051) 505 6203
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fs2@labour.gov.za
NOTE	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.

POST 39/11 **SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: HR5/1/2/3/40**

SALARY	:	R413 001 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Accounting/ Finance. 2 years' functional experience in Financial Reporting. Knowledge: Compensation Fund business strategies and goals. Directorate / sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund value chain and business process. Public Service, DoI and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT Knowledge. Fund IT operating systems. Technical knowledge. DPSA guidelines on COIDA. Legislative Requirements: COIDA Act, Regulations and policies. Public service Act. Occupational Health and Safety Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business Writing skills. Required IT Skills. IT Operating systems. Decision making. Self-Management. Budgeting and Financial Management. People and Performance Management. Developing others. Planning and organizing. Problem solving. Project or programme management. Team leadership
DUTIES	:	Review and authorize transactions. Perform general ledger activities. Perform GL reconciliation for the accounts. Perform year-end tasks.
ENQUIRIES	:	Ms M Sathekge Cell: 076 257 4989
APPLICATIONS	:	Direct your applications to: Jobs-CF3@labour.gov.za
NOTE	:	EE targets-Priority will be given to Persons with disability, Indians and Whites

POST 39/12 : **ACCOUNTING AND BOOKING OFFICER REF NO: HR 4/4/8/1029**

SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office Bloemfontein, Free State
REQUIREMENTS	:	A relevant 3-year tertiary qualification in Accounting and/ or Management Accounting or BCOM with Accounting and/ or Management Accounting as major subjects. One (1) year functional experience in Finance Management Services. Knowledge: PFMA, Departmental Policies and procedures, Project Management, Intermediate Human Resources Development. Skills: Leadership Facilitation. Computer literacy. Presentation. Analytical. Verbal and Written communication.
DUTIES	:	Render the air travel, hotel accommodation and short-term rentals with the province. Provide support on the allocation, utilization and booking of cars in the province. Consolidate information of invoices received and prepare payment to service provider. Coordinate information to ensure payment of fines to relevant officials.
ENQUIRIES	:	Ms N Tokwe Tel No: (051) 505 6299
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-fs3@labour.gov.za
NOTE	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.

POST 39/13 : **STATE ACCOUNTING: FINANCIAL REPORTING REF NO: HR5/1/2/3/41**

SALARY	:	R338 106 per annum
CENTRE	:	Compensation Fund, Pretoria

REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Accounting/Finance. One (1) year experience in Accounting. Knowledge: Accounting Framework (GRAP). Digital Acumen (Financial Systems, Tools). Policy and compliance management. Compensation Fund business strategies and goals. Relevant Stakeholders. Customer Services (Batho Pele Principles). Public Service Regulations (PSR). Public Service Act. Supply Chain Management Prescripts on procurement. Promotion of access to Information Act. Legislative Requirements: PFMA and National Treasury Regulation. Public Service Regulations. Skills: Fraud identification. Data analytic & reporting. Stakeholder development & relations. GRI (Global Reporting Initiative) and king IV Requirement. GRAP (Local Reporting Standards). Negotiation. Analysing & Interpreting Information (Analytical Thinking, Forecasting & Projections). Digital Acumen (Financial systems, Tools). Visualisation, Facilitation and Presentation.
DUTIES	:	Execute processing and posting transactions. Analyse and verify accounting records. Extract reports from accounting systems for Prudential reporting. Collate information preparing annual financial statements. Supervision of resources.
ENQUIRIES	:	Ms M Sathekge Cell: 076 257 4989
APPLICATIONS	:	Direct your applications to: Jobs-CF4@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites
POST 39/14	:	**OFFICE ADMINISTRATOR: COID SERVICES REF NO: HR5/1/2/3/42**
SALARY	:	R338 106 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three years' relevant qualification (NQF level 6) as recognised by SAQA in Office/Information Management/Public/Business Administration. One (1) year functional experience in Office administration/ Secretariat services. Knowledge: Departmental policies and procedures. Planning and organising. Administration procedures. Batho Pele principles. Interpersonal relations. Legislative Requirements: None. Skills: Facilitation. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Organizing. Decision making. Analytical. Project Management.
DUTIES	:	Provide a receptionist support to the Chief/Directorate including diary management for the Chief/Director. Render a Secretariat Service for the Office of the Chief/Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief/Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief/Directorate. Provide Management Information and records management services in the Chief/Directorate. Track and monitor projects tasks within the Chief/Directorate.
ENQUIRIES	:	Mr J Soupen Cell: 063 694 7728
APPLICATIONS	:	Direct your applications to: Jobs-CF5@labour.gov.za
NOTE	:	EE targets-Priority will be given to Persons with disability, Indians and Whites
POST 39/15	:	**EMPLOYER REGISTRATION CLERK REF NO: HR 5/1/2/3/43 (X7 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. No experience. Knowledge: Compensation Fund policies, Procedures and processes. Relevant stakeholders and customer. Customer Services (Batho Pele principles). Knowledge of Financial Accounting. Billing administration. COIDA. Public Service Act. Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Legislative Requirements: PFMA. National Treasury Regulations. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making.
DUTIES	:	Process employer registration forms. Update master data on existing files. Capture employers banking details. Conduct quality assurance. Provide administration function within the sub-directorate.
ENQUIRIES	:	Mr N Manugu Cell: 067 419 2504
APPLICATIONS	:	Direct your applications to: Jobs-CF6@labour.gov.za
NOTE	:	EE targets-Priority will be given to Persons with disability, Indians and Whites

POST 39/16	:	**BCEA INSPECTOR: INSPECTION SERVICES (X3 POSTS)**
SALARY	:	R280 278 per annum
CENTER	:	Pietermaritzburg Labour Centre Ref No: HR4/4/9/6 (X2 Posts) Estcourt Labour Centre Ref No: HR4/4/9/5 (X1 Post)
REQUIREMENTS	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's licence. Knowledge: Basic Conditions of Employment Act, Department Policies and Procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organising (own work), Computer literacy, Interpersonal Skills, Problem solving Skills, Interviewing skills, Analytical Communication skills.
DUTIES	:	Conduct occupational Inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) Inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of Inspection Plans, reports and compilation of statistics on allocated cases.
ENQUIRIES	:	Mr M September Tel No: (033) 341 5300 (Pietermaritzburg) Ms J Fakazi Tel No: (036) 352 7767 (Estcourt)
APPLICATIONS	:	Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand at Langalibalele Street, Pietermaritzburg. Email to: jobs-KZN21@labour.gov.za Deputy Director: Labour Centre Operations: P O Box 445, Estcourt, 3310 or hand at 75 Phillip Street, Estcourt. Email to: jobs-KZN26@labour.gov.za.
NOTE	:	EE targets-Indian Males and Females and persons with disabilities are encouraged to apply.
POST 39/17	:	**BCEA INSPECTOR REF NO: HR 4/4/1/100 (X2 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Mthatha
REQUIREMENTS	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. A valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Skills Development Levies Act, OHS Act, COIDA, SABS codes, UIA, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.
DUTIES	:	Plan and conduct substantive inspections with the aim of ensuring compliance with all Labour legislation namely, BCEA, LRA, EEA, UIA COIDA, OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislations and enforce as and when necessary including preparing for appearing in Court as the State witness. Plan and conduct allocated pro- active (BLITZ) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct Advocacy campaigns on all labour legislations independently analyse impact thereof, consolidate and compile report. Contribute at a higher 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 S Zaula Tel No: (047) 501 5600
APPLICATIONS	:	Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Mthatha. Email Jobs–ECUTT@labour.gov.za
NOTE	:	Priority will be given to White Males, White Females & African Males.
POST 39/18	:	**PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/1/14** Re-advertisement, applicants who previously applied must re-apply
SALARY	:	R237 453 per annum
CENTER	:	Provincial Office: East London

REQUIREMENTS	:	Matriculation/ Grade 12 Senior Certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles. Skills: Computer Literacy, Analytical, Communication, Planning and Organising.
DUTIES	:	Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to Clients enquiries.
ENQUIRIES	:	Mr S Joko Tel No: (043)701 3030
APPLICATIONS	:	Deputy Director: Human Resource Management: Private Bag x 9005, East London, 5201, or hand deliver at No 3 Hill Street, East London, or email at Jobs-EC10@Labour.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Females, White Males, African Females, Coloured Females, Indian Males, White Females and People with Disability.
POST 39/19	:	**ADMIN CLERK: THIRD PARTY REF NO: HR5/1/2/3/44**
SALARY	:	R237 453 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. No experience. Knowledge: Public Service Act. Compensation Fund regulations, policies and Procedures. Understanding audit processes, principles and parties. Customer service (Batho Pele principles). Understanding financial risk. Understanding public sector revenue and receivable processes. Promotion of Access to Information Act. COIDA. Legislative Requirements: None. Skills: Information Processing. Communication (Verbal and Written). Financial Management. Planning and Organising. Computer Literacy. Interpersonal
DUTIES	:	Recover or collect money from internal and external third parties. Administrate Road Accident Fund claims. Handle all income enquiries and provide feedback.
ENQUIRIES	:	Ms A Mbande Cell: 072 480 3142 Direct Your Applications to: Jobs-CF7@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites.
POST 39/20	:	**ACCOUNTING CLERK REF NO: HR5/1/2/3/45 (X2 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. No experience. Knowledge: Compensation Fund policies, procedure and Processes. Customer service (Batho Pele principles). COIDA. Financial control processes. Accounts payable prescripts and processes. Data capturing. Stakeholder and customers. Legislative Requirements: PFMA. National Treasury Regulations. Skills: Computer Literacy. Communication (verbal and written). Interpersonal relations. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making.
DUTIES	:	Attend to accounts payable and claims processes. Receive invoice notification for goods received. Provide accounting and administrative support to the sub-directorate.
ENQUIRIES	:	Ms D Mogakala, Cell: 071 613 1702 Direct Your Applications to: Jobs-CF8@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites.
POST 39/21	:	**ADMINISTRATION CLERK: PROJECTS REF NO: HR5/1/2/3/46**
SALARY	:	R237 453 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. No experience. Knowledge: Del and Compensation Fund objectives and business functions. Directorate goals and performance requirements. Stakeholder and customer. Customer Service (Batho Pele Principles). Fund Value. Regulation and policies. Legislative Requirements: COID Act. Public Service Act. Skills: Communication (Verbal and Written). Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette. Planning and organising.

DUTIES	:	Provide project management administration services. Render effective administrative support services. Render registry support service. Provide logistical support services.
ENQUIRIES	:	Ms O Mpumlwana, Cell: 082 756 2965 Direct Your Applications to: Jobs-CF9@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites
POST 39/22	:	**DRIVER/MESSENGER REF NO: HR5/1/2/3/47 (X4 POSTS)**
SALARY	:	R201 093 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 10. Valid Code 8 Drivers Licence. Professional Driving Permit (PDP). Knowledge of the city (ies) in which the functions will be performed. Knowledge: Policy and compliance. Risk & Control. Public Service, DEL and Compensation Fund regulations, policies and procedures. Customer Service (Batho Pele Principles). Knowledge of relevant Regulations, Law and Legislation (PSR, PFMA, PSA, OHS, MISS, COIDA, Public service Act, Occupational Health and Safety Act (OHS), Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administration of Justice Act, Constitution Act 108 of 1996 (amended), Protection of Personal Information Act, Protection of State Information Act). Legislative Requirements: National Road Traffic Act 93 of 1996. National Treasury Regulations. Public Financial Management Act 1 of 1999. Skills: Fleet Management. Communication. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations.
DUTIES	:	Render driver / messenger services for the Fund. Provide shuttle services for the Fund. Render office administration support services in the office.
ENQUIRIES	:	Mr C Nhlapo Cell: 067 425 9687 Direct Your Applications to: Jobs-CF10@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites
POST 39/23	:	**SECURITY OFFICER REF NO: HR5/1/2/3/48**
SALARY	:	R201 093 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. Private Security Industry Authority Grade C certificate is required. No Experience. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PSR, PFMA, PSA, OHS, MISS Private Security Industry Regulatory Act, Firearm Control Act, Occupational Health and Safety Act (OHS), Criminal Procedure Act. Data and Records Management. Physical investigations. Ethics and Governance. Risk & control. Policy and compliance. Compensation Fund objectives. Fund policies, procedures and processes. Customer Service (Batho pele principles). Security Risk Awareness. Security Operations. Legislative Requirements: Control of access to Public premises and vehicle Act (Act 53 of 1985). Minimum Information security standard. Minimum Physical security standard. Skills: Security operations. Investigation skills. Conflict Management. Communication. Quality Assurance. Risk Management. Service Delivery Innovation.
DUTIES	:	Conduct security control in accordance to policy and procedure. Provide security for equipment, building and premises. Adhere to patrolling procedure.
ENQUIRIES	:	Ms CF Mnguni Cell: 082 379 9348 Direct Your Applications to: Jobs-CF11@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites
POST 39/24	:	**OFFICE AID REF NO: HR4/4//4/10/01**
SALARY	:	R170 226 per annum
CENTRE	:	Mamelodi Labour Centre
REQUIREMENTS	:	Standard 08/Grade 10. No experience required. Knowledge: Cleaning Practices, Catering and Office Practice. Skills: Verbal Communication, Interpersonal and Listening. Ensure a clean office environment at all times. Provide food services' aid. Assist in distributing stock. Assist with messenger functions.
ENQUIRIES	:	Mr Z Gwiliza Tel No: (012) 309 5000 (Mamelodi)

APPLICATIONS	:	Deputy Director - Labour Centre: Mamelodi, Hand deliver at Gauteng Provincial Office, 47 Empire Road, Parktown, Johannesburg. Email: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- priority will be given to African males, Indian males, and White males.

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

CLOSING DATE : 16 November 2026, 16:00. No late applications will be accepted

NOTE : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, 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 Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme.
Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

POST 39/25 : **TRAINING COORDINATOR: EPWP YOUTH PROJECTS IMPLEMENTATION REF NO: EP-CT05/2026**

SALARY : R413 001 per annum

CENTRE : Cape Town

REQUIREMENTS : National Diploma (NQF Level 6) in Training and Development/ Developmental Studies or relevant qualification within the related field as recognised by SAQA. A minimum of two (2) years relevant experience in Education / Training and

Development or relevant field. Knowledge of Training and Development policies and procedures. Departmental procedures and prescripts. Knowledge of budget, contract management, financial and procurement procedures. Knowledge of Monitoring and Evaluation. Knowledge of administration environment. Communicate skills (written, reading and spoken). Computer literacy. Data analysis and reporting. Training Development skills. Stakeholder Management and Facilitation skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to interpret regulation and develop appropriate policy. Ability to work individually and in teams. Ability to work under extreme pressure. Ability to organise and plan under pressure. A valid driving licence.

DUTIES : Coordinate the initiation and planning of Training, Youth Empowerment and Contractor Development Projects. Facilitate meetings for sourcing of projects from project proponents. Conduct training need analysis of participants in the province. Conduct project skills assessment for recommendation of training documents. Facilitate the planning of Training, Youth Empowerment and Contractor Development projects. Evaluate training plans and facilitate approvals. Develop training schedule and monitor its implementation. Ensure projects EPWP compliance, coordinate submission and evaluation of projects monthly reports, coordinate provincial compliance on audit issues for YED projects. Develop database for EPWP Youth and Contractor development participants. Provide support on the management of stakeholders involved in Youth Empowerment and Contractor Development projects. Provide Administrative support.

ENQUIRIES : Mr P Manzini at 072 307 2730, email: Pmanzini@dffe.gov.za

POST 39/26 : **ADMINISTRATION CLERK: EPWP CAPACITY DEVELOPMENT REGION TWO (2) REF NO: EP-CT08/2026**

SALARY : R237 453 per annum
CENTRE : Cape Town
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent qualification. A post-matric qualification and relevant experience in Administration will be an added advantage. Knowledge of administrative procedure. Knowledge of Public Services Regulation, Procurement Procedures and Financial Management Act (PFMA). Planning and organising skills. Computer literacy skills. Good communication skills (written and spoken). Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to adhere to policies. Ability to work independently and work in a team. Be able to communicate with people at different levels.

DUTIES : Provide administrative and logistical support to the Directorate: receive and register incoming and outgoing correspondence. Make photocopies. Assist with petty cash requests and procurement of office stock. Records management. Distribution of documents in a prompt and confidential manner. Make travel arrangements for the officials. Handle travel claims. Maintain and oversee the filling system of the Directorate. Assist with the management of finances within the Directorate. Procurement of goods and services using the correct procedures. Prepare quarterly procurement reports for the Directorate. Ensure that orders are created, and invoices are paid timeously.

ENQUIRIES : Ms N Makwetu at 067 596 6094

POST 39/27 : **FORESTRY FOREMAN: GREENING AND LIVELIHOODS REF NO: FOM52/2026**

SALARY : R201 093 per annum
CENTRE : Limpopo
REQUIREMENTS : Grade11 (NQF level 3/4) or relevant equivalent qualification. No experience required. Knowledge of methods of propagation and plants. Knowledge of record keeping. Supervisory skills, Communication skills (written and verbal). Interpersonal skills, problem solving skills, numerical skills, listening skills, responsible, conscientious, and attentive to details. Ability to work with difficult people. Ability to work long hours voluntarily. Ability to work with limited supervision.

DUTIES : Conduct production activities in line with the operational plans. Allocate task to labourers as per production sheet. Ensure that seeds collection and cutting from plants are done. Check seedlings and plants for pests and diseases. Marking for the pitting, planting, transplanting and pruning. Ensure that correct

		seeds are sworn, name, tag and count all the plants. Ensure harvesting activities and prepare fire breaks. Oversee the maintenance of the nursery, plantation and woodlots: control weeds. Render general support functions: conduct stocktaking, advise and assist the public in the nursery, plantation and woodlots. Provide training and development to staff. Provide on the training (e.g. watering plants, pruning, weeding). Provide coaching to staff.
ENQUIRIES	:	Ms LT Lithole at 072 211 7272
POST 39/28	:	**GROUNDSMAN: GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT REF NO: FOM75/2026**
SALARY	:	R144 024 per annum
CENTRE	:	Northern Cape
REQUIREMENTS	:	Grade 9 (NQF level 1) equivalent qualification. No experience required. Knowledge of National Forestry Act 84 of 1998, National Veld, Fire Forestry Act 101 of 1998 (NVFFA) and Occupational Health and Safety Act. Problem solving skills, Interpersonal skills. Good interpersonal relations skills. Ability to work long hours voluntarily. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.
DUTIES	:	Perform routine activities in respect of grounds, irrigate and water plants lawns. Conduct weeding and weed control. Prune and trim plants, performance cutting, seeding and transplanting of plants. Mow lawns, dispose of organic waste, dig compost, dig, spray and maintain flower beds and edges. Perform general routine activities in respect of infrastructure support. Seeds collection. Cleaning of seeds. Seed pre-sowing treatment. Preparation of seedling trays. Sowing of seed. Preparation and sowing of cuttings. Ensure planting and transplanting of seedlings and trees. Filling of planting bags with soil. Prepare space in beds for transplanting. Transplanting of seedling from trays to bags. Transplanting of trees from small to bigger bags. Packing of transplanted trees. Provide general labour in the nursery. Mixing of sand and compost. Manual and chemical weed control. Irrigation of seedlings and trees. Assist with stocktaking. Tagging of plants correctly. Check seedlings and plants for pests and diseases. Assist the customers coming to buy trees. Responsible for the tools allocated. Report any damage in the nursery to the Foreman. Ensure the use, cleaning and basic maintenance of tractor and dumper. Move sand and compost to the tables or beds. Move seedlings, crates and tree. Keep equipment and machinery clean after use.
ENQUIRIES	:	Ms. S. Lubanga at 060 973 1792

ANNEXURE F

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

APPLICATIONS : Applicants must submit their applications via the link http://erecruitment.gcis.gov.za or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION : Ms P Kgopyane

CLOSING DATE : 13 November 2026

NOTE : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act. All shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

OTHER POSTS

POST 39/29 : **CASUAL WORKER: COMMUNICATION SERVICE AGENCY REF NO: 3/1/5/1-26/27**
Twelve (12) Months Contract
Chief Directorate: Communication Service Agency

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Office management, Office Assistant, Secretarial and Administration qualification / or any other related qualification / training course as recognised by SAQA. Working outside normal office hours. Valid driver's license.

DUTIES : The successful candidate will be responsible for planning and management of all activities relating to the office of the Chief Director. The candidate will be expected to render administrative support services to the Chief Directorate. Provide secretarial support services to the manager which includes coordination of meetings for the Chief Directorate, compile the agenda in consultation with the Chief Director., arrange catering for the directorate's meetings, provide accurate minute taking and timeous availability of minutes., follow up on action decision with the relevant officials. Ensure proper filing of all incoming and outgoing documents and index for each file. Scrutinize routine submissions or reports and make notes and/or recommendations for the Chief Director. Verify and submit all payment advices/orders/petty cash documents to the Chief Director for signature. Order and control stationery and office equipment. Follow- up on the information for OPMS and Risk Reports. Serve as sub-office asset holder. Follow-up with the rest of the sub office asset holders on their submissions. Arrange flight bookings and travel and subsistence Advances/ claims for the Chief Directorate. Liaise with travel agencies to make travel arrangements. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work the manager. Manage the diary of the Chief Director. Provide receptionist support service to the manager. Management of monthly projections, finances and orders. Compile reports received from other Directorates into one reporting line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service.

ENQUIRIES : Ms Neli Shuping Tel No: (012) 473 0407

POST 39/30 : **CASUAL WORKER: HUMAN RESOURCE DEVELOPMENT REF NO: 3/1/5/1-26/28**
Twelve (12) Months Contract
Directorate: Human Resource Development

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.

DUTIES : The successful candidate will assist in coordinating training and skills development programmes; preparing progress reports on courses attended; capturing skills development intervention data on HRIMS and Excel; and coordinating the submission of post-training assessment reports. The candidate will also support the development of the Workplace Skills Plan (WSP) and Quarterly Monitoring Reports (QMR); coordinate induction and youth development programmes; administer bursary and improved qualifications recognition programmes; and assist with facilitating and implementing the Employee Performance Management and Development System (EPMDS). Additional responsibilities include maintaining the directorate's records, supporting procurement processes and preparing monthly projections.

ENQUIRIES : Ms Thabile Zuma Tel No: (012) 473 0177

POST 39/31 ; **CASUAL WORKER: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-26/29**
Twelve (12) Months Contract
Directorate: Human Resource Management

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria

REQUIREMENTS	:	Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES	:	The successful candidate will provide administrative support to the Directorate, taking minutes and tracking action items arising from meetings; and compiling meeting agendas. The incumbent will also be responsible for coordinating travel arrangements for officials and candidates, and processing Subsistence and Travel (S&T) claims for the Directorate. Assisting with the procurement of stationery and providing ad hoc administrative support to the Chief Directorate as and when required.
ENQUIRIES	:	Mr Samuel Matsapola Tel No: (012) 473 0231
POST 39/32	:	**CASUAL WORKER: RESEARCH SERVICES REF NO: 3/1/5/1-26/30** Twelve (12) Months Contract Directorate: Research Services
SALARY	:	Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES	:	The successful candidate will be responsible for directorate administrative duties, assist with field work logistics, and source reports/articles relevant to the directorate's work.
ENQUIRIES	:	Dr Ntobifuthi Nala Tel No: (012) 473 0218
POST 39/33	:	**CASUAL WORKER: RISK AND INTEGRITY MANAGEMENT REF NO: 3/1/5/1-26/31** Twelve (12) Months Contract Directorate: Risk and Integrity Management
SALARY	:	Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES	:	The successful candidate will be responsible for Risk Management Administration. Monitoring of Management Action Plans (MAPs). BarnOwl System Administrative Support. Risk Management Reporting. Committee and Meeting Administration. Records and Information Management. General Administrative Support.
ENQUIRIES	:	Ms Boitumelo Gwangwa Tel No: (012) 473 0255

ANNEXURE G

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS : All applications must be hand-delivered at: 389 Sophie De Bruyn Street, Pretoria. To submit an application online, click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified. For General enquiries, contact Human Resources on Tel No: 012 748 6297 /012 748 6277.

CLOSING DATE : 17 November 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. NB: Picture/Snapshot, Zipped, IMG and JPEG documents will not be accepted. 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. 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, initiated and signed by the applicant as instructed below. 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. The Department does not accept applications via fax. Applicants who do not comply with the above-mentioned 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. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/SMS pre-entry programme. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process es, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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 solely for the purpose of this process and will not be shared with third parties without prior consent unless required by law. 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. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts.

MANAGEMENT ECHELON

POST 39/34 : **CHIEF DIRECTOR: BUSINESS DEVELOPMENT REF NO: GPW 26/011**

SALARY : R1 554 696 per annum (Level 14), all-inclusive package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus A Degree (equivalent to NQF level 7 as recognised by SAQA) in Engineering /Commerce/ Operations Management / Business Management / Inventory Management. A minimum of 5 years' proven experience in an Operations / Manufacturing environment at a Senior Management Level (13). Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA, Financial Management, National Treasury Regulations and prescripts, cost accounting and business practices. Knowledge of business development practices. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Travelling may be required. Valid driver's licence.
DUTIES : Lead, oversee and manage printing orders and production stock control functions: Oversee the management of estimated production orders. Oversee the controlling and directing of the flow of orders from inception to delivery. Ensure strategic effective management of raw material and production stock management. Oversee and ensure the efficient management of the dispatching of finished goods. Oversee and manage the printed stock and sales: Ensure introduction of new products and services to improve existing relationships. Uphold regular engagements with internal and external contacts. Manage the identification of opportunities for distribution channels, services, and campaigns that will result in sales. Lead and oversee the strategic management of Key Accounts: Oversee the administration of Key Accounts in the National Departments and SOE/C market. Oversee the management of Key Accounts in the SADC Region. Ensuring the effective management of the safe storage and distribution/ selling of face value products. Overseeing the efficient managing of excellent customer care services. Oversee the management of storage, control and sale of stationery items to government institutions: Oversee the monitoring and controlling of the receipt, storage, and distribution of stationery stock. Ensure the safekeeping and proper inventory management of stationery items. Ensure compliance with applicable policies, procedures, and inventory management standards. Ensure the preparation and submit inventory, sales, and stock performance reports. Address customer enquiries and resolve stationery supply related issues. Implement measures to improve storage efficiency, stock control, and customer service. Manage the Chief Directorate: Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered in respect of the Chief Directorate. Lead the Chief Directorate in relation to the implementation of policy priorities. Develop systems and procedures to enable delivery of services by the Directorates. Take responsibility for the delivery of strategic outcomes as outlined in the estimates of national expenditure. Ensure the management and development of human resources.
ENQUIRIES : Mr. S Ngubane Tel No: (012) 748 6344
APPLICATIONS : Link: **GPW 26/011**

POST 39/35 : **DIRECTOR: STRATEGIC SOURCING AND ASSET MANAGEMENT REF NO: GPW 26/012**

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) in Supply Chain/ Purchasing/ Logistics Management/ Finance/ Public Management/ Public Administration. A minimum of 5 years' experience at middle/senior level (Deputy Director) in a Supply Chain Management environment. CIPS certificate will be an added advantage. Valid Driver's license. Working knowledge of the tender procedures. Added advantage: Estimating of printing work, proven knowledge of printing processes, equipment and paper, planning (estimating) and/or scheduling. Other: Willingness to travel. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Service Act. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, GRAP, and business practices. Knowledge of financial management, government budgeting

processes, management accounting, revenue management, risk management, auditing, and forensic accounting. Knowledge of public service/ supply chain/ financial legislative frameworks. Knowledge of Corporate Governance (King Report).

DUTIES : Manage sourcing and procurement services in the Department: Manage the accuracy, speed and efficiency in the procurement. Ensure that value for money, open and effective completion, ethics and fair dealing is adhered to. Ensure openness in the procurement process. Ensure continuous improvement in the efficiency of internal processes and systems. Ensure that adequate and timely information is provided to suppliers to enable them to participate in the procurement process. Ensure compliance with legislation in the submission. Ensure monitoring and full implementation of the approved procurement plan. Manage assets acquisition and disposal: Ensure the development of asset management and inventory control plans and the implementation thereof. Ensure the development, implementation and enforcement of proper asset managing control measures. Manage and monitor the effective and efficient physical verification of tangible and intangible assets. Manage and monitor the disposal of assets in line with all relative legislation regulations, prescripts and GPW policies and procedures. Coordinate the disposal committee, manage, investigate and report on all losses of assets. Ensure the preparation of complete and accurate financial disclosures in line with GRAP requirements. Manage inventory control services: Manage the development and enforcement of counting methodology. Daily and periodic counts are conducted and monitored. Effective reconciliation of monthly reports. Oversee and manage the developing, implementing of inventory control and asset management plans, enforce proper inventory and asset control measures. Oversee the performing of inventory control functions. Ensure that the monthly reconciliation to the general ledger is effectively managed: Manage the monthly and annual fixed asset reconciliation process. Resolve reconciliation discrepancies and make corrections. Certify the correction journal and review update of fixed asset register. Ensure the running of monthly depreciation on AX. Ensure the development of standard operating procedures and methodologies. Ensure that correct processes are implemented and followed to avoid audit findings. Manage financial compliance and prevent financial misconduct: Implement and monitor internal controls to prevent unauthorised, irregular, fruitless and wasteful expenditure. Ensure compliance with the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management prescripts, and organisational policies. Monitor financial transactions and expenditure to identify potential instances of financial misconduct and non-compliance. Manage the Directorate: Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate.

ENQUIRIES : Dr. L Mahlasela Tel No: (012) 748 6364

APPLICATIONS : Link: **GPW 26/012**

OTHER POSTS

POST 39/36 : **ARTISAN CHIEF GRADE A: PRODUCTION REF NO: GPW 26/013 (X2 POSTS)**
Directorates: Security Printing and Commercial Printing

SALARY : R499 470 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in Craft Bookbinding, Mechanised Bookbinding or Packaging, with an appropriate Printing Trade Test Certificate. Grade 12 and computer literacy will be an advantage. A minimum of 10 years' post-apprenticeship appropriate experience in the printing industry, of which at least 5 years must be in Craft Bookbinding, Mechanised Bookbinding or Packaging, and at least 3 years must be proven supervisory experience. Must be able to obtain a positive security clearance. Specialised knowledge of binding, packaging and finishing

processes and equipment is required. A valid driver's license will be an added advantage.

DUTIES : Planning and coordinating production to meet quality, output, and turnaround targets. Overseeing automated, semi-automated and manual finishing, binding and packaging processes. Managing examination packaging, hard-cover binding, thread-sewn books, book-cover printing, collating, numbering, pasting, drilling, and stapling. Controlling wastage, protecting confidential and security products and verifying production and packaging quantities. Monitoring quality, investigating defects, implementing corrective actions, and ensuring compliance with ISO standards where applicable. Maintaining production records, analysing productivity trends, preparing reports, and approving completed batches for dispatch. Ensuring equipment is cleaned, calibrated, maintained, and repaired through preventative maintenance and Engineering support. Managing SHERQ and OHSA compliance, risk assessments, incident investigations, PPE use, and safety talks. Supervising staff, allocating work, monitoring performance, managing attendance and discipline, and conducting performance reviews. Training and developing learners, artisans, and printer assistants. Developing policies, strategies, production procedures, continuous improvement measures, and Standard Operating Procedures. Ensure effective and efficient production and process flow in the Division. Keep up to date with new developments in the functional area, ensuring optimum production in the Division. Develop policies and strategies. Review, implement and comply with production procedures and policies as required by GPW.

ENQUIRIES : Mr K Rahlogo Tel No: (012) 748 6183

APPLICATIONS : Link: **GPW 26/013**

POST 39/37 : **ARTISAN CHIEF GRADE A: EQUIPMENT MAINTENANCE REF NO: GPW 26/014**

SALARY : R499 470 per annum (OSD)

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanical (trade-tested fitter). Grade 12 will be an advantage. A minimum of 10 years' post-apprenticeship appropriate experience of which 3 years should be at Artisan Foreman level. Must be able to obtain a positive security clearance. Specialised knowledge of processes and equipment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Safety, Health, Environment and Quality (SHREQ) management requirements Act, Skills Development Act. Understand the PFMA and Treasury Regulations. A valid driver's license is required.

DUTIES : Ensure efficient maintenance and repair of all GPW equipment: Ensure the accurate analysis of equipment specifications and equipment capacity data and perform mathematical calculations to determine Reliability Centered Maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, taking into account the Maintenance Plan, production requirements and equipment requirements. Ensure the compiling and updating of the schedule to keep track and build an accurate history of each machine. Participate in the generating of an agreed Equipment Plan for an 8-week rolling horizon, ensuring maximum machine availability. Monitor the timely issuing of the equipment maintenance plans to Factory Managers. Perform root cause analyses on machine breakdowns and report thereon. Manage and control the status of work and backlog for work order submission to work order completion. Status may include waiting for planning, waiting parts, ready to schedule, scheduled, etc. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW: Confer with department supervisors to determine status and quality of scheduled maintenance. Review factors that could affect the quality of maintenance/repair work and put mitigating measures in place if required. Monitor progress to track performance against the plan and to identify early warning signs. Prepare maintenance and repair reports. Develop and implement programs to improve Mean Time To Repair and Mean Time Between Failure and any other strategic maintenance aspect as instructed by GPW Management. Improve quality of maintenance work and reduce number of re-work jobs and complaints. Ensure the ideology of continuous improvement is applied to all facets of maintenance within span of control.

Manage safety, health, environment, risk, and quality (SHERQ) in the Division: Comply with all OHSA safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to. Participate in all SHERQ activities within GPW as and when required. Supervise, train, coach and develop staff in the Division: Oversee/monitor the training programmes in the Division. Allocate work to subordinates. Conduct quality assurance on work carried out by subordinates. Conduct performance assessment. Ensure compliance with GPW policies, procedures, and codes of conduct. Manage attendance, leave, and discipline in accordance with HR prescripts. Observe and participate in the development of policies and procedures: Manage the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Keep up to date with new developments in the functional area.

ENQUIRIES : Mr. T Tsebe Tel No: (012) 748 6288
APPLICATIONS : Link: **GPW 26/014**

POST 39/38 : **ARTISAN FOREMAN GRADE A: ID SMART CARD PERSONALISATION WORKSTATION REF NO: GPW 26/015**
Directorate: High Security Printing

SALARY : R397 329 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in an appropriate field. Grade 12 will be an added advantage. At least 5 years' post-apprenticeship experience in the functional area. Must be able to obtain a positive security clearance. Good knowledge of applicable processes and equipment. The incumbent must be willing and able to work rotating shifts, including weekends, public holidays, and night shifts, as required. A valid driver's license will be an added advantage.
DUTIES : Ensure correct production of personalised smart ID card documents in the section, including card layout, data input, printing and encoding. Monitor and control the movement and work in progress, ensuring that work is done according to the required schedule regarding timelines and quantities. Conduct/monitor proper quality control on the personalised documents. Control the reduction of wastage and efficiency baseline rate in the Section. Monitor that all procedures and systems relating to the protection of high security printed matters are adhered to by all staff in the Section. Ensure effective quality control on personalised documents. Monitor that proper quality assurance of smart ID card personalisation and production are continuously and properly conducted in the Section. Troubleshoot problems, identify the root cause on issues in the personalisation process, assisting with the implementing of solutions to address the problem. Ensure that cleaning and maintenance of equipment are performed as expected and as scheduled. Maintain safety, health, environment, risk and quality (SHERQ) in the Section. Assist with the monitoring of safety risks in the Section providing advice on possible risk mitigating measures that could be implemented. Supervise and develop staff including development of apprentices. Allocate tasks to Artisans and Printers' Assistants. Ensure compliance with Treasury and GPW prescripts procedures and policies regarding procurement of goods. Participate in the review, implementation and compliance with production procedures and policies as required by GPW.
ENQUIRIES : Mrs D Ndlazi Tel No: (012) 748 6332
APPLICATIONS : Link: **GPW 26/015**

POST 39/39 : **ARTISAN FOREMAN GRADE A: ID CRAFT BOOKLET MAKING REF NO: GPW 26/016**
Directorate: High Security Printing

SALARY : R397 329 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in the appropriate field (applicable craft book binding/mechanized binding) Grade 12 will be an added advantage. Must be able to obtain a positive security clearance. At least 5 years' post apprenticeship experience in the functional area. A valid driver's license will be an added advantage.

DUTIES	:	Order and prepare the required material for the process of ID document and booklet making. Oversee the quality assurance process of the raw material ordered and prepared, preventing the manufacturing of faulty booklets. Ensure that all stock movements are recorded and shortages are reported immediately. Ensure security measures are adhered to and all work is done according to schedules and production targets in the Section. Manufacture documents and booklets according to required specifications and standards. Oversee and control the production process ensuring adherence to all security protocols and ensuring ID document and passport booklets are manufactured efficiently. Ensure quality checking of printed matter before the assembling of the booklets. Assemble ID documents and Booklets in the correct order and ensure accurate cutting, folding, foiling and binding of the booklets. Control the movement of and work in progress in the Section ensuring that work is done according to specifications, quantity and timelines required. Control the reduction of wastage and efficiency baseline rate in the Section. Monitor that all procedures and systems relating to the protection of high security printed matters are adhered to by all staff in the Section. Enhance troubleshooting efficiently and effectively. Assist with the identifying of the root cause of problems or issues with the production process, as well as assisting with the implementing of solutions to address the problem. Maintain safety, health, environment, risk and quality (SHERQ) in the Section. Assist with the monitoring of safety risks in the Section providing advice on possible risk mitigating measures that could be implemented. Supervise, train, coach and develop learners, artisans, and printers' assistants in the Section.
ENQUIRIES	:	Mrs D Ndlazi Tel No: (012) 748 6332
APPLICATIONS	:	Link: **GPW 26/016**

POST 39/40	:	**ARTISAN FOREMAN GRADE A: RUBBER STAMP MAKING REF NO: GPW 26/017** Directorate: Security Printing
SALARY	:	R397 329 per annum, (OSD)
CENTRE	:	Pretoria
REQUIREMENTS	:	Completed apprenticeship and Trade Test Certificate in Electronic Origination plus Grade 10 or equivalent qualification. Grade 12 will be an added advantage, Knowledge and experience in CorelDraw and Microsoft Excel will be an advantage. Must be able to obtain a positive security clearance At least 5 years' post-apprenticeship appropriate experience. A valid driver's license will be an added advantage.
DUTIES	:	Design Stamps, operate stamp equipment, oversee, and maintain the manufacturing process for rubber stamps to ensure effective production output. Confirm client or internal requirements and specifications to ensure the production of accurate, fit-for-purpose rubber stamps. Develop, review and amend rubber stamp designs using appropriate design software or approved manual design methods. Prepare text, graphics and artwork for expo-sure onto stamp-making materials, including polymer or rubber plates. Supervise the team and ensure the continuous, safe and efficient operation of stamp-making machinery and related equipment. Monitor equipment performance to support continuous, safe and efficient production operations. Coordinate repairs or technical support with maintenance personnel where required. Implement and monitor quality assurance processes to ensure that rubber stamps meet required standards and specifications. Ensure that completed rubber stamps are prepared, labelled and packaged for dispatch in accordance with requirements. Recommend process improvements to enhance quality, reduce waste and improve production efficiency. Ensure that machines, tools and equipment are cleaned, maintained and kept in good working condition. Perform routine maintenance on machines and equipment in line with manufacturer requirements and operational procedures. Maintain records of equipment cleaning, maintenance, repairs and related costs where applicable. Support and participate in safety, health, environment, risk and quality (SHERQ) initiatives within the section. Assist in corrective and preventative actions aimed at reducing operational risks and improving compliance. Participate in SHERQ inspections, awareness activities and continuous improvement initiatives within the section. Contribute to the training, coaching and development of staff within the section to enhance performance and capability. Allocate work, monitor performance and provide feedback to support

effective delivery of section outputs. Assist in performance management of staff in accordance with applicable human resources policies.

ENQUIRIES : Mr. T Khumalo Tel No: (012) 748 6329
APPLICATIONS : Link: **GPW 26/017**

POST 39/41 : **ARTISAN FOREMAN: EQUIPMENT MAINTENANCE ELECTRICAL REF NO: GPW 26/018**
Directorate: Engineering

SALARY : R397 329 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Electrical (trade tested electrician). Grade 12 will be an added advantage. At least 5 years' post apprenticeship experience in Equipment and Service Maintenance. Must be able to obtain a positive security clearance. Good knowledge of applicable processes and equipment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Safety, Health, Environment and Quality (SHREQ) management requirements Act, Skills Development Act. A valid driver's license is required.
DUTIES : Ensure effective and efficient maintenance and repair of equipment: Assist with the accurate analysis of equipment specifications and equipment capacity data and perform mathematical calculations to determine Reliability Centered Maintenance schedules. Support the maintenance of previously established manufacturing sequences and lead times, considering the Maintenance Plan. Monitor the timely issuing of the equipment maintenance plans to Factory Managers. Ensure the escalating and expediting of operations that delay maintenance schedules and production, and alter schedules in collaboration with the Maintenance Planning, Scheduling and Monitoring Division, to meet unforeseen circumstances. Conduct regular inspections of all GPW equipment as instructed by GPW management, to identify potential issues, malfunctions, or safety hazards. Establish and execute preventative maintenance programs to ensure the ongoing reliability and longevity of all GPW equipment. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW: Confer with department/business unit supervisors to determine status and quality of scheduled maintenance. Prepare maintenance and repair reports. Assist in developing and implementing program to improve Mean Time To Repair and Mean Time Between Failure and any other strategic maintenance aspect as instructed by GPW Management. Participate in Safety, health, environment, risk, and quality (SHERQ) in the Division: Comply with all OHSA safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to. Participate in all SHERQ activities within GPW as and when required. Supervise and develop staff: Participate in and monitor the training programmes in the Division. Conduct performance assessment: Manage attendance, leave, and discipline in accordance with HR prescripts. Observe and participate in the development of policies and procedures: Participate in the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Keep up to date with new developments in the functional area.
ENQUIRIES : Mr. T Tsebe Tel No: (012) 748 6288
APPLICATIONS : Link: **GPW 26/018**

POST 39/42 : **ARTISAN (SPECIALISED) SHEET- FED PRINTING REF NO: GPW 26/019**
Directorate: Commercial Printing

SALARY : R374 280 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Lithography Sheet-Fed Machine Minding. Grade 12 will be an advantage. Must be able to obtain a positive security clearance. Minimum of 5 years post apprenticeship appropriate experience in Lithography Sheet-Fed Machine Minding in a printing production environment. A valid driver's license will be an added advantage.
DUTIES : Render Sheet-Fed printing of high-volume documents. Provide support in the process of the production of high sheet-fed commercial printing that complies

with the quality and standards required by the customer. Ensure quality control over the produced printed matter, ensuring accurate and high-quality printing and reduction of wastage. Identify proactive possible bottlenecks and apply continuous improvement measures to the production process, including investigating the implementation of World Class Manufacturing methodology. Plan, schedule and priorities the production workflow to meet client deadlines and quality standards. Optimize production processes to increase efficiency and reduce waste while maintaining high-quality standards. Administer quality control. Implement and enforce quality control procedures to ensure that printed materials meet client specifications and industry standards. Ensure regular machine maintenance. Ensure that the machine/equipment maintenance is incorporated in the planning of the Division's production process to proactively prevent delays in the delivery of printed matters. Participate in the maintenance and repairs of sheet-fed printing presses and related equipment. Troubleshoot equipment malfunctions and coordinate repairs to minimize production disruptions. Provide support with training, coaching and developing staff in the Division. Assign tasks and responsibilities to team members based on their skills and experience. Provide support in training and guidance to employees on printing techniques, equipment operation and quality control procedures. Participate in safety, health, environment, risk and quality (SHREQ) in the Division. Assess and mitigate planned related safety risks. Supervise and develop staff. Allocate and check work of staff as well as conduct performance reviews as per GPW policy.

ENQUIRIES : Mr K Rahlogo Tel No: (012) 748 6183
APPLICATIONS : Link: **GPW 26/019**

POST 39/43 : **ARTISAN (SPECIALISED): PRODUCTION (CRAFT BOOK BINDING / MECHANISED BINDING) REF NO: GPW 26/020 (X2 POSTS)**
Directorate: Commercial Printing

SALARY : R374 280 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Printing, Craft Book Binding or Mechanised Binding. Grade 12 will be an advantage. Must be able to obtain a positive security clearance. ISO experience will be an added advantage. Minimum of 5 years' post apprenticeship appropriate experience in Craft Book Binding or Mechanised Binding in a relevant printing environment. A valid driver's license will be an added advantage.
DUTIES : Managing finishing processes which include craft book binding, mechanised binding processes to meet customer requirements and schedules. Coordinating with Prepress, Press, Finishing and other business units to ensure smooth workflow and timely project completion. Managing manual binding and automated or semi-automated equipment. Ensuring quality assurance, conducting quality checks, identifying defects, and implementing corrective actions. Sourcing and controlling production materials, checking stock and reporting shortages. Maintaining and troubleshooting binding, finishing, cutting and all other equipment in the division through inspections, cleaning and scheduled maintenance. Supporting SHERQ requirements, including safety, health, environment, risk and quality initiatives. Training, coaching, supervising and developing staff, including conducting performance reviews. Participating in policy and strategy development while ensuring compliance with GPW production procedures. Observe, participate in the development of policies and strategies as well as updating and submitting production statistics and reports daily, weekly and monthly. Binding and finishing of printed and unprinted matters. Supervise, develop staff and conduct performance reviews as per GPW policy.
ENQUIRIES : Mr K Rahlogo Tel No: (012) 748 6183
APPLICATIONS : Link: **GPW 26/020**

POST 39/44 : **CHIEF PRODUCTION CLERK: TRAVEL AND ID DOCUMENT DISPATCH/ADMINISTRATIVE SUPPORT SERVICES REF NO: GPW 26/021 (X2 POSTS)**
Directorates: High Security Printing and Security Printing

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria

REQUIREMENTS : Grade 12 Certificate. Minimum of 3 years' appropriate experience in the industry. Must be able to obtain a positive security clearance. Knowledge of processes and equipment. Must be able to obtain a positive security clearance. The incumbent will be required to work rotating shifts, including weekends, public holidays, and night shifts, based on operational requirement. Extended working hours may be required. Ability to communicate with all levels of management. A valid driver's license will be an added advantage.

DUTIES : Monitor the movement, work in progress, and distribution of documents: Plan and schedule the Section's work to ensure the timely and correct distribution to the High Security Dispatch Division, the couriers and customers. Check that all the batches of documents sent from the Personalisation Section and Quality Control were received Coordinate and monitor production workflow, work-in-progress and the movement and distribution of high-security printed materials. Plan and schedule the Section's activities to ensure the timely completion and correct distribution of documents to internal divisions, couriers and customers. Collaborate with relevant departments and business units, including design, prepress, printing, personalisation, quality control, finishing and dispatch, to facilitate the smooth flow and timely completion of production activities. Verify that all batches received from production sections and Quality Control are accurately recorded, securely transferred and signed for. Ensure the proper preparation of finished goods for dispatch, including the accurate application and verification of customer information, delivery addresses, waybills and supporting documentation. Expedite urgent documents, track outstanding or delayed jobs on production systems, and follow up to resolve production or distribution delays. Coordinate with internal departments, external parties, shipping companies and courier service providers to arrange transportation and ensure the accurate and timely delivery of printed materials. Monitor shipment progress, trace dispatched materials, follow up on proof of delivery, and address delivery discrepancies or delays. Process waybills, proof-of-delivery documentation, courier invoices and allocation notices. Maintain accurate records of finished goods transferred and distributed. Monitor and maintain inventory levels of printing materials, supplies and consumables, including paper, ink and other production-related items. Track usage, initiate replenishment where required, and maintain an organised inventory system to prevent shortages or excessive stock. Ensure that the Section and its employees are adequately equipped and resourced. Keep and manage accurate records, registers, statistics and correspondence. Use applicable digital systems and software to capture, organise, store, retrieve and report information efficiently. Maintain the Section's filing system, incoming and outgoing correspondence registers, movement registers and signed handover documentation. Prepare basic letters, reports and other correspondence, respond to routine enquiries, and submit accurate reports within the prescribed timeframes. Manage safety, health, environment, risk and quality within the Section. Ensure compliance with the Occupational Health and Safety Act, SHERQ requirements, security controls and all applicable GPW production policies and procedures. Ensure that all procedures and systems relating to the handling, movement, storage and protection of high-security printed materials are strictly observed. Provide administrative and logistical support to the Section. Administer leave, attendance, timesheets, overtime approvals, overtime claims, time corrections and personnel records. Maintain accurate leave and attendance registers and ensure that all supporting documentation is completed and submitted within the required timeframes. Facilitate the effective management of procurement, equipment, materials and facilities within the Section. Supervise and manage employees within the Section. Allocate, coordinate and monitor the work of staff and provide functional and technical guidance. Conduct performance reviews in accordance with GPW policies, promote teamwork, and apply disciplinary measures in accordance with applicable prescripts and procedures when necessary. Assist with the administration and coordination of staff training, coaching and development. Participate in the development, review and implementation of relevant policies, procedures and operational systems. Research and remain informed of technological developments, digital systems and emerging practices within the printing and distribution environment to support continuous improvement, operational efficiency and the maintenance of high-quality standards.

ENQUIRIES : Ms. Bongi Mtsweni Tel No: (012) 764 3917

APPLICATIONS : Link: **GPW 26/021**

POST 39/45	:	**ARTISAN PRODUCTION GRADE A: IMAGE PERFORATION WORKSTATION / PRINTING AND ASSEMBLY WORKSTATION REF NO: GPW 26/022 (X2 POSTS)** Directorate: High Security Printing
SALARY	:	R253 341 per annum, (OSD)
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 10 and completion of an appropriate printing apprenticeship. Grade 12 will be an added advantage. Trade Test Certificate in printing industry (special products printing and finishing). Must be able to obtain a positive security clearance. No experience required. Experience in printing industry will be an added advantage. A valid driver's license will be an added advantage.
DUTIES	:	Order and safe keep specified material. Record all stock movements and report shortages. Timely produce travel documents through the operating of the Booklet machines, ensure updated records and maintain statistics in the Section. Oversee and operate counting machine and ensure that required targets are counted accurately. Perforate documents and ensure that passport numbers are correctly perforated on data page. Ensure perfect image perforation on the last Visa Page of passports. Provide support through conducting preliminary quality assurance. Check quality and standards during and after production on continuous basis. Clean and maintain equipment according to schedule, ensuring efficiency and continuous running thereof. Comply with OHSA requirements and ensure that SHERQ processes are adhered to. Provide inputs on processes and procedures. Guillotine production material, endpapers and visa sheets to perfect production standards.
ENQUIRIES	:	Mr. Frikkie Nagel Tel No: (012) 748 6109
APPLICATIONS	:	Link: **GPW 26/022**
POST 39/46	:	**ARTISAN PRODUCTION GRADE A: REF NO: GPW 26/023 (X9 POSTS)** Directorates: Security Printing and Commercial Printing
SALARY	:	R253 341 per annum, (OSD)
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanized Bookbinding, Craft Bookbinding or Packaging. Grade 12 and computer literacy will be an added advantage. Must be able to obtain a positive security clearance. No experience required. Experience in the printing industry will be an added advantage. A valid driver's license will be an added advantage.
DUTIES	:	Set up, operate and manage production equipment's such as cutting, folding, binding, packaging and other production activities at finishing operations of commercial printing (stationery) and security printing (examination) in accordance with GPW procedures, customer specifications and production schedules. Monitor production performance, optimise processes, reduce waste and support the achievement of production targets while maintaining required quality standards. Ensure that all reports and other matters are submitted to the supervisor. Conduct
ENQUIRIES	:	Mr K Rahlogo Tel No: (012) 748 6183
APPLICATIONS	:	Link: **GPW 26/023**
POST 39/47	:	**ARTISAN (PRODUCTION): ELECTRICAL SERVICES MAINTENANCE REF NO: GPW 26/024**
SALARY	:	R253 341 per annum, (OSD)
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Electrical. Grade 12 will be an added advantage. Must be able to obtain a positive security clearance. No experience required. Experience in printing industry will be an added advantage. Must be able to obtain a positive security clearance. Good knowledge of applicable processes and equipment. Understanding of all relevant human resources legislative framework, regulations, and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Safety, Health, Environment and Quality (SHREQ) management requirements Act, Skills Development Act. Understand the PFMA and Treasury Regulations. A valid driver's license is required.

DUTIES : Ensure and carry out efficient maintenance and repair of all equipment at GPW sites: Adhere to scheduled maintenance to previously established manufacturing sequences and lead times, as instructed by GPW. Keep to the schedule to track and build an accurate history of equipment maintenance, through completion of maintenance work orders. Escalate and expedite maintenance operations that delay production or pose a risk to health, safety and environment. Signing off work orders when completed and providing evidence to Supervisor. Assist machine agents or OEM should it so be required. Inspect all electrical equipment as per agreed timelines and manufactures instructions. Report any signs of shortcomings and damage immediately to Supervisor. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and other relevant authorities: Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Monitor progress to track performance against the plan and to identify early warning signs. Work order management: Get orders from the supervisor every morning and attend to required jobs as soon as possible. Engage requestor, artisan, or supervisor responsible for the machine. Fill in the work order completely after attending to the fault. Report back to the supervisor with a work order that is completed. Close the work order, order material, or escalate to agent or OEM through the supervisor. Administration functions: Submit written and verbal reports to supervisor as per agreed timelines. Management of one's leave. Time and attendance management. Attend standing and ad-hoc meetings as and when required. Attend training, workshops, courses, and any intervention proposed by supervisor, management or GPW. Ensure Safety, health, environment, risk, and quality (SHERQ) in the Division: Always Adhere to health and safety prescripts during all phases of maintenance on site. Proper use of PPE. Do regular risk assessments to eliminate injuries or incidents to operators, artisans, and anyone around the machine. Full adherence to any safety, health and environmental policy implemented within GPW and its sites.

ENQUIRIES : Mr. T Tsebe Tel No: (012) 748 6288

APPLICATIONS : Link: **GPW 26/024**

POST 39/48 : **ARTISAN (PRODUCTION): EQUIPMENT MAINTENANCE MECHANICAL REF NO: GPW 26/025**

SALARY : R253 341 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Printing Industry. Grade 12 will be an added advantage. No experience required. Experience in printing industry will be an added advantage. Must be able to obtain a positive security clearance. Good knowledge of applicable processes and equipment. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Safety, Health, Environment and Quality (SHREQ) management requirements Act, Skills Development Act. Understanding all relevant safety requirements for staff in a manufacturing environment. A valid driver's license is required.

DUTIES : Ensure and carry out efficient maintenance and repair of all equipment at GPW sites: Adhere to scheduled maintenance to previously established manufacturing sequences and lead times, as instructed by GPW. Keep to the schedule to track and build an accurate history of equipment maintenance, through completion of maintenance work orders. Escalate and expedite maintenance operations that delay production or pose a risk to health, safety and environment. Assist to perform root cause analyses on equipment breakdowns and report thereon. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Assisting machine agents or OEM should be required. Inspect all mechanical equipment as per agreed timelines and manufactures instructions. Report any signs of shortcomings and damage immediately to Supervisor. Keep up to date with new developments in the functional area. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and other relevant authorities: Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Monitor progress to track performance against the plan and to identify early warning signs. Provide inputs to prepare maintenance and repair reports. Work order management: a) Get work orders from the supervisor every morning and attend to required jobs

as soon as possible. Engage requestor, artisan, or supervisor responsible for the machine. Fill in the work order completely after attending to the fault. Report back to the supervisor with a work order that is completed. Administration functions: Submit written and verbal reports to supervisor as per agreed timelines. Management of one's leave. Time and attendance management. Attend standing and ad-hoc meetings as and when required. Attend training, workshops, courses, and any intervention proposed by supervisor, management or GPW. Ensure Safety, health, environment, risk, and quality (SHERQ) in the Division: Always Adhere to health and safety prescripts during all phases of maintenance on site. Proper use of PPE. Do regular risk assessments to eliminate injuries or incidents to operators, artisans, and anyone around the machine. Full adherence to any safety, health and environmental policy implemented within GPW and its sites.

ENQUIRIES : Mr. T Tsebe Tel No: (012) 748 6288
APPLICATIONS : Link: **GPW 26/025**

POST 39/49 : **ARTISAN PRODUCTION GRADE A: ROLL COLLATOR REF NO: GPW 26/026 (X2 POSTS)**
Directorate: Security Printing

SALARY : R253 341 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanized Bookbinding. Grade 12 will be an added advantage. No experience required. Experience in printing industry will be an added advantage. Must be able to obtain a positive security clearance. A valid driver's license will be an added advantage.
DUTIES : Operate Roll-Collator, Guillotine, and other Finishing equipment. Perform required maintenance and coordinate repairs or technical support with maintenance personnel where required. Conduct quality assurance and control processes to ensure that finishing print products meet required standards and specifications. Process security-printed products in accordance with production specifications and customer requirements. Achieve production targets, ensuring that processing of print products is completed on time and in accordance to GPW standards and customer requirements. Clean and maintain machines and equipment according to schedule, ensuring the efficient and continuous running thereof. Participate in safety, health, environment, risk and quality (SHERQ) initiatives in the section. Comply with all OHSA safety requirements, monitor and mitigate safety risks Monitor and mitigate safety risks. Complete daily production timesheets accurately and submit them on time as required.

ENQUIRIES : Mr. V. Barendse Tel No: (012) 748 6267
APPLICATIONS : Link: **GPW 26/026**

POST 39/50 : **ARTISAN PRODUCTION GRADE A: EXAMINATION DIGITAL PRINTING LINE REF NO: GPW 26/027**
Directorate: Security Printing

SALARY : R253 341 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 and the completion of an appropriate printing apprenticeship in the printing industry (special products printing and finishing). Trade Test certificate in the printing industry. Grade 12 and computer literacy will be an advantage. Must be able to obtain a positive security clearance. A valid driver's license will be an added advantage.
DUTIES : Operate the digital printing equipment with online and/or offline finishing processes. Organise, plan, and allocate printing raw materials and other resources in line with the product to be printed. Achieve production targets, ensuring that printing is completed on time and according to GPW standards and customer requirements. Print customer orders as per customer specifications and requirements. Continuously perform quality control in line with existing standard operating procedures. Resolve basic technical and mechanical challenges to ensure smooth production with less downtime. Conduct quality assurance and control during the printing process on a continuous basis, ensuring text, images, and colour correctness. Assist with problem solving as and when required. Maintain and clean machines and equipment according to schedule and ensure efficient and continuous running

thereof. Ensure general housekeeping tasks are performed in the working environment. Participate in safety, health, environment, risk, and quality (SHERQ) initiatives in the section. Ensure compliance with all OHSA safety requirements. Provide input on policies and procedures. Assist with performing supervisory functions.

ENQUIRIES : Mr E. Mtshali Tel No: (012) 748 6361
APPLICATIONS : Link: **GPW 26/027**

POST 39/51 : **ARTISAN PRODUCTION GRADE A: SECURITY FOILING AND INKJET NUMBERING REF NO: GPW 26/028**
Directorate: Security Printing

SALARY : R253 341 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 and the completion of an appropriate printing apprenticeship. Trade test certificate in the Mechanised Bookbinding (special products printing, foiling and inkjet numbering processes). Grade 12 and computer literacy will be an advantage. Must be able to obtain a positive security clearance. A valid driver's license will be an added advantage.
DUTIES : Set, adjust, operate, and maintain foiling and inkjet numbering equipment.as per the product requirement and standard operating procedures. Set up all jobs, maintenance, and repair, foiling, and inkjet numbering, sheeting, rewinding and perform quality checks. Ensure security documents are produced precisely, timely, and according to customer requirements. Safeguard and protect all security materials Ensure security foiling and inkjet numbering of printed material is undertaken as per predetermined work ticket specifications. Complete daily production timesheets accurately and perform quality checks to ensure finished products meet established quality standards and take necessary action for non-compliance. Clean and maintain machines and equipment according to schedule, ensuring the efficient and continuous running thereof. Perform/request general maintenance as needed. Ensure general housekeeping tasks are performed in the working environment. Ensure Safety, health, environment, risk and quality (SHERQ) Management in the division and comply with all OHSA safety requirements as well as SHERQ processes Provide support in developing Policies and strategies. Record production activities on equipment as per production codes and ensure that daily production reports submitted accurately and on time as required.
ENQUIRIES : Mr T Khumalo Tel No: (012) 748 6329
APPLICATIONS : Link: **GPW 26/028**

POST 39/52 : **PRODUCTION CLERK: IMAGE ENHANCEMENT REF NO: GPW 26/029 (X2 POSTS)**
Directorate: High Security Printing

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate. No experience required. Knowledge of processes and equipment. Must be able to obtain a positive security clearance. Must be able to obtain a positive security clearance.
DUTIES : Receive and enhance images, signatures, edit and enhance it using various software tools. Check the images, inter alia, for colour correction, adjusting brightness and contrast, removing blemishes, and other enhancements to improve the overall visual quality of the image. Maintain an organized system for storing and retrieving image files, ensuring that files are properly named and labelled, and that they are stored in the correct location. Stay up to date with industry trends and new software or technologies that can improve the image enhancement process. Work with other members of the production team to ensure that images are produced in a timely and efficient manner, and that they meet the required quality ICAO standards. Monitor the workload. Compile detailed production sheet or work tickets from customer orders and other specifications as guides in product assembly or manufacturing. Clean and maintain machines and equipment's. Ensure that machine maintenance on equipment is done according to the manufacturer's requirements. Manage safety, health, environment, risk and quality (SHERQ) in the Division. Comply with all OHSA safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to. Assist with the

developing, review, implementing and complying with production procedures and policies as required by GPW.

ENQUIRIES : Mr. Frikkie Nagel Tel No: (012) 748 6109
APPLICATIONS : Link: **GPW 26/029**

POST 39/53 : **ADMINISTRATION CLERK: ADMINISTRATIVE SUPPORT SERVICES REF NO: GPW 26/030**
Directorate: Security Printing

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate. No experience required. Understanding of relevant public service administration frameworks, GPW policies, security printing procedures, and internal administrative prescripts. Must be able to obtain a positive security clearance
DUTIES : Assist the Chief Clerk with production activities and support smooth workflow within the security-printing environment Liaise with design, press, printing, finishing, and other relevant units to support the timely completion of work. Track usage, initiate re-ordering when required, and maintain an organized inventory system. Maintain, update and manage records of production activities, including job specifications, client requirements, production schedules, inventory levels, and related information. Distribute printed documents and related correspondence to relevant stakeholders. Coordinate with courier or transport service providers to arrange deliveries and monitor delivery progress. Track and trace dispatched printed materials to support timely and accurate delivery. Communicate with delivery personnel, monitor shipment status, and assist in resolving delivery issues or delays. Administrative reporting and procedures. Compile up-to-date statistics and provide input for daily, weekly, or monthly reports as required. Support the ordering and maintenance of adequate material stock to ensure availability for continuous production.
ENQUIRIES : Mr T Khumalo Tel No: (012) 748 6329
APPLICATIONS : Link: **GPW 26/030**

POST 39/54 : **HR OFFICER: LEAVE AND BENEFITS ADMINISTRATION REF NO: GPW26/031 (X2 POSTS)**
(6 Months Fixed Term Contract)

SALARY : R237 453 per annum (Level 05), plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate. Three-year Diploma (equivalent to NQF level 6) in Human Resources Management, PERSAL Training plus 1 - 2 years' experience in Leave and Benefits Administration environment will be an added advantage. Understanding of all relevant Human Resources legislative framework, regulation and prescripts.
DUTIES : Administer the leave processes: Review all types of leave applications received and capture on PERSAL. Ensure the leave applications are in line with leave policy and prescripts. Identify anomalies and communicate requirements to the relevant Unit. Provide general administration support and leave queries: Attend to all queries relating to leave administration. Maintain quality leave records. Conduct leave audits when required. Administer PILIR applications services: Receive and submit PILIR applications to SOMA. Compile and maintain PILIR register of applications sent to SOMA and capture and action SOMA outcome. Process employee benefits: Process appointments on PERSAL. Implement service benefits and conditions such as allowances, resettlement and medical aid. Implement service termination on PERSAL. Administer the promotional and probation reviews. Records keeping: Update data on the system and keep proper records. Ensure up to date employee records. Provide general administration services: Provide admin support during Service Benefits related projects, respond to queries relating to employee remunerative benefits and conditions. Process overtime authorisation on PERSAL. Draft employee correspondence.
ENQUIRIES : Ms. D Barnett Tel No: (012) 748 6013
APPLICATIONS : Link: **GPW 26/031**

POST 39/55	:	**HR OFFICER: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: GPW26/032 (X2 POSTS)** (6-Month Fixed-Term Contract)
SALARY	:	R237 453 per annum (Level 05), plus 37% in lieu of benefits
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 certificate. Three-year Diploma (equivalent to NQF level 6) in Work-study / Management Services / Operations Management / Production Management/ Industrial and organisational Psychology, PERSAL Training plus 1 - 2 years' experience in Organisational Development and Change Management environment will be an added advantage. Understanding of all relevant Human Resources legislative framework, regulation and prescripts.
DUTIES	:	Provision of admin support during organisational structure investigation: Provide admin support during Branch consultations. Assist with implementation of the design, development, maintenance and review of the functional organisational structure. Compile draft work-study memos, letters and relevant OD reports. Update and maintain the organisational structure upon the approval of the submissions. Implement the organisational structure and the alignment on PERSAL. Facilitate and develop job descriptions: Identify unsigned/ outdated job descriptions. Consult with the relevant manager on the development of the job description. Draft and update job descriptions in line with organisational structure and relevant legislation where required. Keep and update a database of all job descriptions within the GPW. Provide support during job evaluation processes. Present/ submit the job evaluation packs for quality assurance. Provide secretariat support for job evaluation panel. Update and maintain the alignment of organisational structure with post establishment: Provide PERSAL establishment maintenance support Provide support during implementation of OD related projects. Change Management: Assist with coordination of Change Management meetings. Draft documents related to Change Management decisions. Ensure proper filing of OD related records.
ENQUIRIES	:	Mr. C Mhlari Tel No: (012) 748 6304
APPLICATIONS	:	Link: **GPW 26/032**

ANNEXURE H

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

APPLICATIONS	:	Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
CLOSING DATE	:	13 November 2026 at 12pm
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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 EE and Gender target. Applications: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. 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.

OTHER POST

POST 39/56	:	**DEPUTY DIRECTOR EVALUATION AND LEARNING: JOBS FUND REF NO: G18/2026** Term: 24 Months Fixed-Term Contract
SALARY	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	A degree (NQF 7) in M&E, Development, Public Administration, Economics or other related field. Honours or Master's degrees in M&E, social sciences or equivalent experience and education would be advantageous. Training or certification in statistics and quantitative measurements would be advantageous. Minimum 6-8 years experience in monitoring, measurement and evaluation of development programmes/projects; conducting evaluations and writing evaluation reports, at least 2 years at management level. Experience capturing both good practices and lessons learned, in a variety of approaches (e.g. end of the project evaluation, special studies); Experience in project design and evaluation; Experience in research, policy analysis and evaluation of donor-funded projects; Experience of Donor Communities and Development of Enterprise Standards; Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders; Experience in application of leading qualitative and quantitative data collection, analysis and reporting tools; Experience in managing projects with multiple stakeholders; Excellent report-writing skills.
DUTIES	:	Evaluation and Support: Execute the Jobs Fund Evaluation Framework and Learning Agenda. Support the evaluation of projects and extract learnings from the Jobs Fund portfolio. Provide the inputs to Terms of Reference for evaluations and manage the service provider selection process. Manage the service providers secured to carry out project-level evaluations. Provide inputs into the design of baseline assessments, formative evaluations, mid-term evaluations and summative evaluations for projects. Support partners in the

development of results chains for their projects. Plan for, design and conduct formative, process and summative evaluations. Utilise evaluation results to improve project roll-out, and to appraise new projects. Promote and Enhance Learning: Analyse and synthesise findings from project evaluations. Support awareness sessions with partners on evaluations, results-based management and project close-outs. Perform benchmarking and learning exercises on job creation, sustainability and systemic change. Document feedback on learnings from case studies, reviews, project close-out reports and other related factors. Engage in activities related to the synthesis and dissemination of lessons learned by the Jobs Fund. Support evaluation outputs and facilitate the implementation of recommendations from evaluations. Client Engagement: Liaise and engage with stakeholders on learning and evaluation at the project level and Jobs Fund level. Providing support to Jobs Fund Partners to ensure post-Jobs Fund success. Appraise the Project Implementation Monitoring Plans and Theory of Change of new project applications. Advise on the use of job proxies when required. Evaluation and Learning Framework: Support the JF in meeting evaluation and learning targets. Support the development of a learning framework with each business unit in the Jobs Fund. Provide technical support to project managers and the Communications Unit to develop and document compelling outcome and impact success stories, and to foster institutionalisation and internalisation of learning processes. Contribute to the training of project managers and partners on evaluation methodologies. Management of Data and Systems: Identify opportunities to optimise the Job Fund's collection, use, and management of data. Support the training for Jobs Fund staff on the use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff. Collaborate with the grants management system (GMS) team and unit staff on broader system enhancements. Data Analysis, Research and Learning: Provide technical support to short- and long-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage, analyse, and effectively visualise large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis. Support the synthesis of Jobs Fund knowledge, knowledge dissemination and active engagement of wider market players. Support the systematic recording of the social impact of Jobs Fund projects. JFPs already report social impact through narratives in quarterly reporting. Monitoring and Evaluation System: Execute the overall framework of the monitoring and evaluation activities. Assess the validity of monitoring and evaluation data through regular and ad-hoc review of activities. Draft, revise and update tools and data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals). Support the Monitoring, Evaluation, Reporting and Learning Lead in defining and implementing key project performance indicators (KPI) as well as monitoring them throughout the duration of projects.

ENQUIRIES : Kaizer Malakoane at 066 250 7072

ANNEXURE I

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane NORTH TVET College)
(Goldfields TVET College)
(Vhembe TVET College)
(Central Johannesburg TVET College)

OTHER POSTS

POST 39/57	:	**ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: SSS/18/2026** (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
SALARY	:	R605 742 per annum (Level 10), plus benefits as applicable in the Public Sector
CENTRE	:	Central Johannesburg TVET College, Central Office
REQUIREMENTS	:	Appropriate Bachelor's Degree (NQF7) in Psychology or BA in Social Work (Major in Psychology) or equivalent qualification. 3–5 years' relevant experience in an educational institution. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint) Knowledge of PSET and CET Act; Teaching and Learning, Skills Development Act, National Student Financial Aid Scheme and related legislation, Public Service Regulations and Public Service Act, Labour Relation Act. Knowledge of the Ethical regulatory and legislative framework; The following skills are required: Administrative; planning and organizing; financial management; report writing; communication and interpersonal; problem solving; client oriented; analytical; project management; team leadership; and people management. Sound financial planning and management competencies. Excellent report writing skills and processing skills. Advantageous.
DUTIES	:	Oversee administration of the students support services unit; Manage students counselling across the college; Provide student with career guidance, counselling and academic support; Oversee and maintain the sport, recreation, 25 arts and culture activities for student; Facilitate student governance and student leadership development; Manage mainstreaming of gender and disability within students; Management of all Human, Financial and other resources of the unit.
Enquiries	:	Mr MB Khakhu Tel No: (011) 351 6000
APPLICATIONS	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.nqnscan.co.za/apply
NOTE	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study

verification, and previous employment verification). Applications received after the closing date will not be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE : 16 November 2026

POST 39/58 : **ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: PL/19/2026**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY : R605 742 per annum (Level 10), plus benefits as applicable in the Public Sector

CENTRE : Central Johannesburg TVET College, Central Office

REQUIREMENTS : National Senior Certificate/Grade 12/STD 10 or NCV level 4, together with a recognised National Diploma (NQF level 7)/Degree in Project Management or equivalent Qualifications with Entrepreneurs, Communications and Technology, Honours will be an added advantage. A minimum of 3-5 years' experience in a Project Management or Education environment. A minimum of three to five years supervisory experience. A valid driver's licence. Knowledge and understanding of partnership development, marketing and entrepreneurial insight, financial management, Public Service Act, PFMA, Treasury Regulations, business planning, feasibility analysis, administrative reporting processes and computer skills. Advanced skills in negotiation, communication, project management, planning, organising, analytical thinking and client orientation.

DUTIES : Building and maintaining a database of potential partner's, stakeholders and local businesses. Assist student to establish businesses, Have skills and knowledge in entrepreneurships initiatives. Participate in business forums and identify project and collaboration opportunities. Develop project proposals, business cases and implementation plans for joint initiatives. Facilitate the establishment and strengthening of partnerships with industry, government and relevant organisations. Identify opportunities for income generation and work-integrated learning. Coordinate the submission of tenders, funding proposals and reports to DHET and other stakeholders. Manage local provincial government relations and maintain a schedule of related projects. Conduct feasibility studies, develop project budgets and negotiate service level agreements. Support SETA and accreditation processes, including new programme approvals. Oversee student work placement and Work-Integrated Learning (WIL) initiatives Ensure effective management of human, financial and other resources within the unit.

ENQUIRIES : Mr MB Khakhu Tel No: (011) 351 6000

APPLICATIONS : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply

NOTE : Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE : 16 November 2026

POST 39/59 : **ASSISTANT DIRECTOR: STUDENT REGISTRATION AND MANAGEMENT INFORMATION SYSTEM REF NO: SRMI/20/2026**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY : R605 742 per annum (Level 10), plus benefits as applicable in the Public Sector

CENTRE : Central Johannesburg TVET College, Central Office

REQUIREMENTS : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). National Diploma (NQF level7)/ Degree in Information Management, Computing or relevant qualification in Information Technology and communication (IT/ICT) an Honours degree/Post graduate diploma in Information Communication Technology will be an added advantage The candidate must have a minimum of three (3) to five (5) years' experience at supervisory level on salary level 8 in Information Technology or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, ADAPTIT, COLTECH, data warehouse and IT prescripts. Administrative, planning and organizing, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, planning and organizing and people management. Have the following attributes, Client service focus, integrity, committed, proactive and loyal.

DUTIES : TVET MIS management, capturing and data extraction for the college. Set up the system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the college TVETMIS system. Manage the student data. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data on student registration. Compile reports on to management, Submit monthly report on skills & learnership on monthly basis. Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, capture and validate inputs captured on ITS student and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Maintain the ADAPTIT, student system and other related system. Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Management of human, physical and financial resources. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.

ENQUIRIES : Mr MB Khakhu Tel No: (011) 351 6000

APPLICATIONS : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply

NOTE	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
CLOSING DATE	:	16 November 2026
POST 39/60	:	**ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT REF NO: FRM/21/2026** (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
SALARY	:	R487 197 per annum (Level 09), plus benefits as applicable in the Public Sector
CENTRE	:	Central Johannesburg TVET College, Central Office
REQUIREMENTS	:	Recognised National Diploma (NQF 6)/Degree in Building Management/Safety Management/ Construction Management or related qualification. Three (3) - five (5) years' experience in Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. Telephone Management systems, fire control system and facilities management system. Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations.
DUTIES	:	Oversee maintenance of buildings and premises. Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations. Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines. Compile, implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act. Develop and implement policies related to SHERQ and occupational health and safety. Oversee fleet management. Develop and implement fleet management policies. Maintain physical security functions including key control, personnel, documents and surveillance security. Development, review and monitor the implementation of security policy. Responsible for security and access control at facilities. Ensure adherence to contractors Service Level Agreements. Records Management. Prepare monthly, quarterly and annual reports for Management and Council. Manage human, financial and other resources of the unit.

ENQUIRIES	:	Mr MB Khakhu Tel No: (011) 351 6000
APPLICATIONS	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply
NOTE	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply. Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
CLOSING DATE	:	16 November 2026
POST 39/61	:	**ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF PRINCIPAL) REF NO: OFM/22/2026** (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
SALARY	:	R487 197 per annum (Level 09) plus benefits as applicable in the Public Sector
CENTRE	:	Central Johannesburg TVET College, Central Office
REQUIREMENTS	:	Matric or Equivalent. Recognized National Diploma (NQF6) in Office Management and Technology/Public Management, Law, Social Science or related qualifications. Experience in development of policies/implementations strategies. Practical experience in Office Management and Technology/Public management. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years' relevant experience in administration environment. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET administration. Understanding of Higher Education sector will be an added advantage. Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's license.
DUTIES	:	Render administration/executive support services in the office of the principal. Provides secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provides strategic management, monitoring and evaluation services. Oversee

and maintain logistics within the office of the principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all Academic Board and Academic Board committees. Arrange and support for training interventions. Coordinate the décor, layout, food service, invitation and media protocol requirements for college hosted functions. Maintain stock of standard forms and stationery. Develop agendas and write minutes for the college meeting and forum Records Management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.

ENQUIRIES : Mr MB Khakhu Tel No: (011) 351 6000

APPLICATIONS : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply

NOTE : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply. Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE : 16 November 2026

POST 39/62 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: MC/23/2026**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY : R487 197 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Johannesburg TVET College, Central Office

REQUIREMENTS : Matric/NC(V) Level 4 plus an accredited 3-years Degree / Diploma Marketing / Corporate Communication / Public Relations / Journalism or a related field qualification. A minimum of five (5) years of functional experience in Marketing with at least 3 – 5 years supervisory experience in relevant field. A Valid code 08 driver's License. Graphic Design knowledge will be an added advantage. Willingness to work irregular hours and travel extensively. Competencies: Strategic execution. Understanding of the importance of brand guidelines &

applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing. Knowledge of events management. Excellent written and verbal communication skills with a keen eye for detail. A good understanding and knowledge of college administrative policies, procedures, and planning. Website and Social Media experience. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Demonstrated experience in managing marketing budgets and ability to implement cost saving measures and strict adherence to Government Procurement Policies and Procedures. Skills: Administrative. Good interpersonal relations. Project Management. Planning and organizing. Report Writing. Excellent verbal and written communication skills at all levels of an organisation. Self-Management. Campaign management. Negotiation. People management. Client orientation and customer focus. Research Skills. Problem solving.

DUTIES : Compile, develop marketing strategies. Coordinate and planning all marketing and communication strategies, budget, projects and events in line with government and college administrative policies, procedures and planning. Develop and implement comprehensive communication plans to promote the college's programs and events. Engage and create informative content for press releases, articles, social media, website updates and other communication platforms. Manage media relations, responding to social media inquiries. Monitor media coverage & provide regular reports and analysis to senior management. Manage social media pages and generate reports for senior management. Coordinate public awareness campaigns and outreach activities to increase public understanding of TVET programs and initiatives. Support internal communication efforts to ensure consistent messaging and alignment with organisational goals. Manage all events including exhibition participation, official functions and special marketing events. Ensure the provision of photographic services at events and drafting articles. Manage the marketing of the college through branding at these events. Stay up to date with industry trends, best practices and emerging marketing technologies to continually enhance the college's marketing strategies. Conduct Customer Satisfaction Surveys internally and externally and compile individual reports for follow-up. Responsible for College website.

ENQUIRIES : Mr MB Khakhu Tel No: (011) 351 6000

APPLICATIONS : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply

NOTE : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply. Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not

be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE : 16 November 2026

POST 39/63 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: FA/24/2026**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY : R487 197 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Johannesburg TVET College, Central Office

REQUIREMENTS : National Senior Certificate/Grade 12/STD 10 or NCV level 4 and a recognised three (3) National Diploma (NQF 6) in Financial Management or related qualification. Three to five years' work experience in Finance section. Knowledge of PSET and CET Act. A minimum of three to five years' supervisory experience. Understanding of PFMA, Treasury Regulations, Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. And financial management systems. A valid driver's licence and Computer Literacy (MS Office is necessary. Competencies: Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge of Treasury Regulations and Public Service Act. Labour Relations Act, Skills Development Act, National Students Aid Scheme and related legislation. Knowledge of financial management systems. Administrative, Planning and Organising. Financial Management. Report Writing. Communication and Interpersonal Skills. Problem solving. Computer Literacy. Analytical. Client Oriented. Project Management. team leadership and people management.

DUTIES : Budget Preparation. Implementation, Monitoring and Control. Prepare Annual Financial Statements Collection and Recording of revenue- Cashier, Banking Services and Electronic payments, Debt Management, Monitoring and Reporting on Revenue Expenditure-Compensation of employees & Goods and Services. Transfers and subsidies. Reporting year and month-end close-out processes and procedures. Supervise employees to ensure an effective financial accounting service. Liaise with auditors (internal and external)

ENQUIRIES : Mr MB Khakhu Tel No: (011) 351 6000

APPLICATIONS : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply

NOTE : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjcz83.ngnscan.co.za/apply. Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security

clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE : 16 November 2026

POST 39/64 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: TNC/CO/26-10/1**
Nature of Appointment: Permanent

SALARY : R487 197 per annum (Level 09)
CENTRE : Central Office
REQUIREMENTS : An undergraduate qualification of three (3) years (National Diploma NQF Level 6) in Human Resource Management / Development / Public Administration/Public Management as recognised by SAQA. PERSAL certificates will be an added advantage. 3-5 years supervisory experience in Human Resource Management environment/ related field. Public Services legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. PERSAL and Job Evaluation. Computer literacy. Valid driver's license.

DUTIES Provide Human Resource Management and Administration services: Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc). Manage and plan the recruitment and selection processes as per departmental delegation (advert, shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications) are coordinated within the stipulated timelines. Management of HR Personnel records. Provide secretariat functions at the college implementation committee (CIC). Chair college PILIR committee to ensure that incapacity matters are dealt with timeously. Provide Human Resource Development services: Manage Bursaries administration process. Render Internship and Work Integrated Learning (WIL). Conduct Induction and orientation programmes. Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP). Administration of Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate Organisational Development services: Coordinate the design, review and implementation of the college organisational structure. Facilitate the development of Job Descriptions. Coordinate the Job Evaluation of posts/jobs and submit to Head Office. Conduct work-study and business process re-engineering. Facilitate change management and organisational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services: Assess EE profile of the college and ensure that targets are met. Represent the college in the DHET and Regional EE forums. Ensure that EE targets and milestones are tracked and reported. Represent the college at the regional corporate forum and deal with fundamental HR matters. HRRC: Plan, prepare and present key HR metrics and developments at the HRRC. Uphold HR governance and ensure HR risks are mitigated. Provide Employee Health and Wellness (EHW) services: Implement wellness programmes and service for the college. Coordinate and manage HIV, AIDS, STI and TB services. Coordinate and manage health productivity programmes. Implement health and safety working environment programmes. Promotion of sport activities to encourage physical fitness and healthy lifestyle. Management of all resources of the unit: Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees about all aspects of the work. Manage leave of staff. Manage performance, conduct and discipline of supervisees. Ensure that all

supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement, and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.

APPLICATIONS : Email to asdhrmd@tnc.edu.za

NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will Not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 16 November 2026

POST 39/65 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: GTC2026/09**
Duration: Permanent

SALARY : R487 197 per annum (Level 09), plus benefits

CENTRE : Central Office

REQUIREMENTS : Incumbent should have senior Certificate/Grade12 or NCV Certificate (level 4) plus a recognised 3-year National Diploma or Bachelor's degree (NQF Level 7) in Information Technology/computer science or a relevant qualification. A minimum of 3 to 5 years relevant work experience in the Information Technology environment of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Knowledge of the TVET sector regulations and legislative framework. Knowledge of computer hardware, software, and programmes. Knowledge and understanding of Corporate ICT principles, ICT policies and relevant legislation, prescripts and regulations governing the TVET and Public Service sector. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills, financial management, communication and interpersonal, planning and organising and team leadership.

DUTIES : Development, review and monitor the implementation of information communication technology (ICT) policies: Conduct research regarding provincial and national policy framework and legislation. Conduct workshops and awareness of all new ICT policies. Ensure that appropriate policies and processes are put in place for risk management. Information system management: Administer and monitor IT security and electronic access, establish systems to safeguard hardware and data, Perform system backup. Network Management and Maintenance: Research and develop specifications for Local Area Network (LAN) and Wide Area Network (WAN) technologies, Procure LAN and WAN technologies, Distribute LAN and WAN access to staff and students according to the college policy and needs, Set-up, manage and maintain LAN, WAN, email, and internet connections in the college, Troubleshooting, resolving, and documenting all ICT related issues. ICT

software and hardware maintenance: Research and develop plans for software and hardware products required technologies and system which enables the colleges core business, support functions and programs, Advice on procurement of college software and hardware according to the college's needs, distribute software and hardware for use by students and staff according to college's needs, Maintain and monitor software and hardware systems, report on redundant hardware and software and advise on updating, Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Provisions of intranet and networks services: assist with the procurement of intranet and internet product and services according to the college's needs, ensure access of intranet and internet in the college, ensure that the college website is continuously updated with current information. Management of human, Financial and other resources of the unit.

ENQUIRIES : Mr MPW Pinkoane Tel No: (057) 910 6000

APPLICATIONS : Applications must be forwarded to: recruit@goldfieldstvet.edu.za. Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.

NOTE : Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will Not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection. Panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer.

CLOSING DATE : 20 November 2026

POST 39/66 : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT AND RECORDS MANAGEMENT REF NO: GTC2026/10**
Duration: Permanent

SALARY : R487 197 per annum (Level 09), plus benefits

CENTRE : Central Office

REQUIREMENTS : Incumbent should have senior Certificate/Grade12 or NCV Certificate (level 4) plus a recognised 3-years National Diploma (NQF Level 6) or Bachelor's degree (NQF Level 7) in Building Management, Safety Management / Construction Management / Property Management. 3-5 years of experience in Properties Management or Facilities Management, SHERQ and OHS environment of which three years must at supervisory level. Valid driver's license. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management System, Telephone Management System, Fire Control System and Facilities Management System. Knowledge of Occupational Health and Safety Act 85 of 1993 and related regulations. Financial management skill, report writing skills, problem solving, Project management and leadership skills. Ability to work well under pressure. Computer literacy. Sound analytical with good communication skills verbal and written.

DUTIES : Oversee maintenance of building and premises: Compile maintenance plan regarding machinery, tools, and equipment, monitor the implementation of the maintenance plan. Ensure provision of office accommodation and parking services, optimise the utilisation of space in building and land, responsible for optimal space planning and full building maintenance, facilitate and ensure

awareness workshops of policies and procedure manuals relating to facilities management, identify potential risk hazard in the building, ensure the provision of cleaning services, ensure proper signage in and around the buildings of the institution to minimise safety risk. Ensure compliance to SHERQ AND OHS AC: develop and implement policies related to SHERQ and OHS, Conduct OHS awareness programmes, assist with information regarding health and safety matters, develop the college emergency evacuation plan, conduct safety audit in all the premises, identify potential health and safety hazards, ensure that the OHS committee is established and active, develop quality assurance and SHERQ policies, investigate health and safety related complains, ensure that all workshops at the college comply to statutory requirements, ensure formation/appointment and training of safety representatives and first aiders at all college sites, reporting and coordination OF all IOD'S. Oversee Fleet management: develop and implement fleet management policies, ensure and monitor the cleanliness and maintenance of vehicles, ensure control, supervision and authorisation of all official usage of all college vehicles, ensure warranty management, maintenance, insurance, and licensing of vehicles, ensure the monitoring of appropriate license of drivers of vehicles, ensure monitoring of logs books, ensure the monitoring of compliance with the procedure to be followed in the case of an accident, ensure the monitoring of parking of the vehicles. Maintain the physical security functions including key control, personnel, document and surveillance security: develop. Review and monitor the implementation of security policy, ensure provision of technical security services, responsible for security and access control at facilities, monitor and upgrade the access control system of the college, conduct preliminary theft investigation, develop and maintain security training capacity for the college, ensure proper control procedure and monitoring of the electronic security system, ensure adherence to contractors SLA on site such as security, garden services etc. record management, management of all human, financial and other resources of the unit.

ENQUIRIES : Mr MPW Pinkoane, Tel No: (057) 910 6000

APPLICATIONS : Applications must be forwarded to: recruit@goldfieldstvet.edu.za . Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.

NOTE : Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will not be considered. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection. Panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer

CLOSING DATE : 20 November 2026

POST 39/67 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION SERVICES REF NO: GTC2026/11**
Duration: Permanent

SALARY : R 487 197 per annum (Level 09), plus benefits

CENTRE : Central Office

REQUIREMENTS : Incumbent should have senior Certificate/Grade12 or NCV Certificate (level 4) plus 3-years National Diploma (NQF Level 6) or Bachelor's degree (NQF Level

7) in Marketing / Communication / Public Relations / Journalism or relevant field qualification. A minimum of 3 – 5 years supervisory experience in communication environment related field. A Valid driver's License. Knowledge of policies and governance environment of TVET colleges including knowledge of annual reporting requirements by the Higher Education institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET administration. Knowledge and understanding of the Higher Education sector, especially the policies and legislation. Communication and interpersonal, Problem-Solving Skills. Team leadership skill, people management financial, Project Management., Planning and organizing. Report Writing. Excellent verbal and written communication skills at all levels of an organisation, People management. Client orientation and customer focus. Research Skills. Problem solving.

DUTIES : Manage and coordinate marketing, promotion and branding: develop and manage college brand identity, manage all college signage and document branding (letterhead, certificate etc.). formulate and ensure implementation of the college branding strategy. Develop and produce college publication, i.e banners, information brochures, annual reports, pamphlet and programme information. Manage public relation and media liaison services: Manage all media and general community liaison and communications, manage all college events including exhibitions participation, prize giving, official functions and special marketing events, coordinate of media queries and responses as when required. Tracking all the positive and negative stories on the college including forwarding these to the relevant managers. Regularly communication college camping on social media and online communication. Regularly maintain the content, design and layout of the college website. Coordinate college event and provide communication administrative support. Provide photographic services and write stories for the colleges: draft articles for the department/college's electronic newsletter, take pictures at the event that will make part of the article, marketing the department through branding at these events, Sub-editor to the monthly electronic newsletter, gather all articles from colleagues and colleges activities, submit articles for compilation, verify and forward for approval. Management of human, financial and other resources of the unit: render management service to the staff, manage the development and performance of the staff, manage the performance agreement of the staff.

ENQUIRIES : Mr MPW Pinkoane Tel No: (057) 910 6000

APPLICATIONS : Applications must be forwarded to: recruit@goldfieldstvet.edu.za. Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.

NOTE : Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection. Panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer

CLOSING DATE : 20 November 2026

POST 39/68	:	**ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: GTC2026/12** Duration: Permanent
SALARY	:	R487 197 per annum (Level 09), plus benefits
CENTRE	:	Central Office
REQUIREMENTS	:	Incumbent should have senior Certificate/Grade12 or NCV Certificate (level 4) plus a recognised 3-years National Diploma (NQF Level 6) or Bachelor's degree (NQF Level 7) in Financial Management or related qualification, minimum of 3-5 years' experience at supervisory level in financial accounting environment, Valid driver's license, Proficient in Microsoft Office, Knowledge of PSET and CET Act, Knowledge and understanding PFMA, Knowledge and understanding Treasury Regulations. Knowledge of Public Service Regulations and Public Service Act, Knowledge of Financial Management Systems (SAGE, Coltech and BAS), Valid driver's license. Competencies: Knowledge of PSET and CET Act., Knowledge and understanding Treasury Regulations Skills Development Act, knowledge of the National Student Financial Aid Scheme and related legislation. Report witing skills, financial management skill, problem solving and leadership, ability to work under pressure with strict deadline.
DUTIES	:	Coordinate and oversee budget preparation, implementation, monitoring and expenditure control. preparation of Annual Financial Statements and the month-end and year-end financial closure processes. Review and analyse expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Oversee and monitor monthly bank, creditors reconciliations. Oversee the accurate allocation of monies received. Ensure that Asset Register is aligned with the Geneal Ledger. Ensure stock (inventory) is accurately accounted for in line with accounting system. Ensure correct audit assertions of all transactions. Liaise with internal and external auditors and ensure compliance with audit requirements. Supervise employee to ensure an effective financial accounting service. Manage the operational processes, resources and procedures associated with the financial accounting functions. Management of human, financial and other resources of the unit: render management service to the staff, manage the development and performance of the staff, manage the performance agreement of the staff.
ENQUIRIES	:	Mr ME Leteane Tel No: (057) 910 6000
APPLICATIONS	:	Applications must be forwarded to: recruit@goldfieldstvet.edu.za. Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.
NOTE	:	Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection. Panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer.
CLOSING DATE	:	20 November 2026
POST 39/69	:	**SENIOR INTERNAL AUDITOR REF NO: VTVET 18/2026 (X1 POST)** (Permanent)
SALARY	:	R413 001 – R486 501 per annum (Level 08)
CENTRE	:	Central Office

REQUIREMENTS	:	A National Senior Certificate (Grade 12) or National Certificate: Vocational (NCV) Level 4. An appropriate three (3) years Diploma / Degree in Internal Audit / Accounting / Commerce. A minimum of three (03) years' experience within the Internal Audit environment. IIASA Membership will be added as an advantage. Essential skills will include the following: Knowledge of International Standard for the Professional Practice of Internal Audit Approaches/Departmental policies/circulars/instructions/frameworks. National guidelines/Acts/ Regulations/Internal Audit methodology/Internal Audit Charter. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
DUTIES	:	Perform planning of internal audit assignments. Perform execution of internal audit assignments. Report audit results. Perform all administrative related functions.
ENQUIRIES	:	All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.
APPLICATIONS	:	Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.
NOTE	:	To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
CLOSING DATE	:	13 November 2026 at 14:30
POST 39/70	:	**SENIOR ADMINISTRATION OFFICER: OFFICE OF THE PRINCIPAL REF NO: TNC/CO/26-10/2** Nature of Appointment: Permanent
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Central Office
REQUIREMENTS	:	Matric certificate/NCV L4 plus a National Diploma (NQF level 6) in Public Management/Public Administration/Management Assistant as recognized by SAQA with a minimum of three to five (3-5) years' appropriate experience in a PSET Administration Environment. The incumbent must also be computer literate and have a valid driver's license. Extensive knowledge of various filing systems. Knowledge of Office Administration methodologies. Knowledge and understanding of departmental legislation and Prescripts. Knowledge of the Continuing Education and Training Act. Required skills and competencies: Analytical thinking, Planning and organising, Problem Solving, Financial Administration, Interpersonal Skill, Customer Focus, Office Administration, MS Office (MS Word, Excel, PowerPoint), Multi-Tasking, Teamwork, Time Management, Good verbal and written skills, Communication skills, Honesty, integrity, and Accountability.
DUTIES	:	The successful candidates will be responsible for, among other things, the following specific tasks: implementing the administrative operations of the office. Perform general administrative activities in support of the Office. Draft submissions, reports, memorandums, and minutes for the Office. Conduct records and document management both manually and electronically. Provide support in completing and processing subsistence claims. Keep track of all

incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Administer leave arrangements. Assist in the provision of monitoring and evaluation services; assist in coordinating demand planning within the Office. Monitor expenditure and coordinate the capacitation of the Office in line with the College-approved training plan. Type correspondence as and when required. Coordinate audit requirements within the Office and serve as the first point of contact between the Office of the Principal and other stakeholders.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.

APPLICATIONS : Email to senioradminofficer@tnc.edu.za

NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 16 November 2026

POST 39/71 : **STUDENT LIAISON OFFICER REF NO: GTC2026/13**
Duration: Permanent

SALARY : R338 106 per annum (Level 07), (plus benefits)

CENTRE : Tosa campus

REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV Level 4. A recognised National Diploma/ Degree in social science / psychology/ education or equivalent relevant qualification, 2-3 years' experience in student support services education/ teaching and learning environment or related field, Proven knowledge of Public Sector, Knowledge of TVET environment, Proven Knowledge of Psychology practice, Teaching background, Public Service legislative framework such Public Service Act, Public Service Regulations, PFMA, Treasury Regulation, Batho Pele principles. Excellent verbal and communication skills, Interpersonal relations, problem solving and analyst, planning, organising and execution, listening skills, report writing and administrative skills, Good written and verbal communication skills. Ability to work under pressure, ability to work in a team and independently. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid driver's licence is essential as traveling and extended working hours may be required.

DUTIES : Provide welfare support to students by liaising between stakeholders/persons. Prepare weekly and monthly reports. Assist students as and when required. Assist with academic support plan for identified students. Attend to any student accommodation needs. Ensure that there is continuous awareness of health and wellness.: Promote physical wellness and mental health. Guide students to make the right decision and improve their performance, ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students. Address socio-economic student matters appropriately including substance and others. Promote regular attendance of students and monitor attendance register: Conduct home visits when necessary and interview/counsel students,

staff families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns. Support students and families by establishing and delivering absence reduction programmes.

ENQUIRIES : Mr RD Maleke Tel No: (057) 910 6700

APPLICATIONS : Applications must be forwarded to: recruit@goldfieldstvet.edu.za Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.

NOTE : Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection. Panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer.

CLOSING DATE : 20 November 2026

POST 39/72 : **HR PRACTITIONER REF NO: TNC/CO/26-10/3 (X2 POSTS)**
Nature of Appointment: Permanent

SALARY : R338 106 per annum (Level 07)

CENTRE : Central Office

REQUIREMENTS : Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification. At least 2-3 years in Human Resource Management / Labour Relations environment or related field, valid driver's licence, introduction to PERSAL Certificate. Experience in the TVET sector will be an added advantage. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Extensive knowledge and understand of human resource prescripts and practice. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector.

DUTIES : Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.). Supervisor human resources / staff.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.

APPLICATIONS : Email to hrpractitioner@tnc.edu.za

NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date,

please consider your application unsuccessful.: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 16 November 2026

POST 39/73 : **HR CLERK REF NO: TNC/CO/26-10/4 (X3 POSTS)**
Nature of Appointment: Permanent

SALARY : R237 453 per annum (Level 05)
CENTRE : Rosslyn Campus
Soshanguve South Campus
Temba Campus

REQUIREMENTS : Senior Certificate or equivalent plus a Recognized National Diploma in Human Resource Management/Development (NQF level 6). At least minimum of 2-years' experience in work experience in HR, A valid driver's license. PERSAL knowledge will be an added advantage.

DUTIES : Recruitment and selection (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Performance management. Termination of services.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.

APPLICATIONS : Email to hrclerk@tnc.edu.za

NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.

CLOSING DATE : 16 November 2026

POST 39/74 : **HUMAN RESOURCE CLERK REF NO: VTVET 19/2026 (X1 POST)**
(Permanent)

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Central Office

REQUIREMENTS	:	Grade 12 / Senior Certificate/ NCV Level 4 Certificate. An appropriate three (3) years Diploma/ Degree in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource Management functions. Basic computer skills and be able to capture data, operate a computer and collate administration statistics. Flexibility and teamwork. Good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and Client-focused. Be able to Conduct themselves ethically and be accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
DUTIES	:	Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service, attend employee benefits. Serve as secretariat during selection and interview periods. Probationary periods adhered to and assist on Pillar processes. Assist in leave management. Adhere to Government Prescripts. Perform other related functions as requested by the supervisor.
ENQUIRIES	:	All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.
APPLICATIONS	:	Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.
NOTE	:	To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
CLOSING DATE	:	13 November 2026 at 14:30
POST 39/75	:	**BURSARY CLERK REF NO: VTVET 20/2026 (X1 POST)** (12 Months contract)
SALARY	:	R237 453 – R279 708 per annum (Level 05), plus 37% in lieu of benefits
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 / Senior Certificate/ NCV Level 4 Certificate. An appropriate three (3) years Diploma / Degree in Financial Management / Public Management / Business Management; or a related field. At least a minimum of one to two years relevant experience in bursary, student financial aid. Knowledge of NSFAS bursary processes and requirements. TVET College bursary rules and guidelines. Student financial aid administration. Basic financial administration. Data capturing and record keeping. Computer literacy, particularly MS Word and Excel. Good communication and interpersonal skills. Good organizational and administrative skills. Ability to work under pressure and meet deadlines. Accuracy and attention to detail. Good customer-service skills when dealing with students and parents. High level of integrity and confidentiality because the clerk handles students' personal and financial information. Knowledge of relevant college systems, such as the student administration/financial system and NSFAS online systems, would be advantageous. Driver's license will be added as an advantage.

DUTIES	:	Assist new and returning students with bursary/financial-aid applications. Receive, check and capture bursary applications. Verify supporting documents submitted by students. Identify missing or incorrect documentation and advise students accordingly. Assist students with NSFAS application queries. Capture and update student information on the relevant system. Follow up on outstanding applications and supporting documents. Assist with the administration of NSFAS applications. Capture and verify NSFAS applicant information. Monitor the status of applications. Assist students with NSFAS queries and appeals. Ensure that college records correspond with NSFAS information. Assist with the submission and reconciliation of required information to NSFAS. Assist with the administration of approved student allowances. Verify information required for accommodation and travel allowances. Assist with accommodation-related documentation and verification. Check student attendance information where attendance is a requirement for allowances. Assist with processing or allocating approved bursary funds. Follow up on outstanding allowance payments. Maintain accurate bursary files and student financial-aid records. Capture and update bursary information on the college system. Prepare statistics and reports on applications, approvals, rejections and allowances. Reconcile bursary information and student accounts where required. Ensure documents are properly filed and available for audits. Assist internal and external auditors with bursary-related information. Respond to enquiries from students, parents and other stakeholders. Explain bursary requirements and procedures to students. Provide assistance during registration and orientation. Conduct bursary/financial-aid awareness sessions. Refer complex financial-aid matters to the appropriate supervisor or NSFAS.
ENQUIRIES	:	All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.
APPLICATIONS	:	Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.
NOTE	:	To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
CLOSING DATE	:	13 November 2026 at 14:30
POST 39/76	:	**PROJECT ADMINISTRATOR: NATIONAL SKILLS FUND (NSF) REF NO: VTVET 21/2026 (X2 POSTS)** (12 Months contract).
SALARY	:	R237 453 – R279 708 per annum (Level 05), plus 37% in lieu of benefits
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 / Senior Certificate/ NCV Level 4 Certificate, an appropriate three (3) years Diploma/ Degree Business Management / Office Management / Public Administration / Public Management. Minimum of 2 years' experience in a relevant NSF or skills development field experience in training environment (artisan development, apprenticeship, leadership and skills development).

Computer literate, project management certificate will be an added advantage. Valid driver's license and must be willing to travel.

DUTIES : Rendering administrative support services during the NSF project design, implementation and close out phases. Collate and compile reports, e.g. progress, monthly and quarterly NSF reports. Office Management, including meeting scheduling, drafting agendas, minutes taking, filing and maintaining students contractual and attendance records. Processing of stipend claim for learners, service providers, facilitators assessors and moderators. Prepare logistics and travel arrangements and claims. Register/uploading Learners on the College and NSF Learner system, etc. ensure that the project documentation specification is compiled with site monitoring tools. Take part in project site visits and ensure spot checks on all NSF related projects. Liaise with sector stakeholders and finance section on project matters. Liaises with internal and external auditors and coordinate activities leading to audits management as per audit plan. Record and update register of incoming and outgoing correspondence in the NSF Unit. Provide personnel administrative support to the project manager including leave, planning and reporting. Perform an ad hoc administration duty provided by NSF Manager.

ENQUIRIES : All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.

APPLICATIONS : Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.

NOTE : To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

CLOSING DATE : 13 November 2026 at 14:30

POST 39/77 : **RECEPTIONIST REF NO: TNC/CO/26-10/5 (X2 POSTS)**
Nature of Appointment: Permanent

SALARY : R201 093 per annum (Level 04)
CENTRE : Rosslyn Campus
Temba Campus

REQUIREMENTS : Matric certificate or NC(V) Level 4 certificate in Office Administration, N6 Certificate or Diploma/Degree in Office Administration. At least two (2) years' work experience/exposure as a switchboard operator or as a receptionist. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adherence to Batho Pele principles, telephone etiquette, good interpersonal relations. Computer Literacy (knowledge of MS packages).

DUTIES : Responsible for the campus reception. Control switchboard operations by making / receiving and forwarding calls. Provide clerical support. Manage / control the photocopy machines. Distribute correspondence to the relevant officials. Manage and administer requests for stationery and keep proper record thereof. Render general administrative support services to the campus including typing of documents. Electronic and manual filling. Data capturing

and binding. Participation in overall college record management. Stock taking where required. Relief services in the offices of managers. Circulation and updating of emergency procedures and numbers.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.

APPLICATIONS : Email to receptionist@tnc.edu.za

NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 16 November 2026

POST 39/78 : **DATA CAPTURERS (X14 POSTS)**
Nature of Appointments: Permanent

SALARY : R201 093 per annum (Level 04)

CENTRE : Pretoria Campus Ref No: TNC/PC/26-10/6
Mamelodi Campus Ref No: TNC/MC/26-10/7
Rosslyn Campus Ref No: TNC/RC/26-10/8
Soshanguve South Campus Ref No: TNC/SSC/26/-10/9
Soshanguve North Campus Ref No: TNC/SNC/26-10/10
Temba Campus Ref No: TNC /TC/26-10/11

REQUIREMENTS : Senior Certificate or equivalent plus an appropriate National Diploma in Management Assistant/Office Administration or any relevant field. 18 months experience in student administration. Knowledge of computer hardware, software and programs. Practical knowledge of the Adapt IT [ITS] system.

DUTIES : Capture students' registration data into the ITS system from available records. Provide administrative support to the Head of Department by capturing student marks, weekly attendance etc. into the ITS system. Verify query missing data errors observed during data entry. Review and validate all data from records. Submit data, Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records are properly sorted and secured. Provide information to faculties/divisions as and when required.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.

APPLICATIONS : Email to datacapturerpc@tnc.edu.za for Pretoria campus
datacapturermc@tnc.edu.za for Mamelodi campus
datacapturerrc@tnc.edu.za for Rosslyn campus
datacapturerssc@tnc.edu.za for Soshanguve South Campus
datacapturersnc@tnc.edu.za for Soshanguve North Campus
datacapturertc@tnc.edu.za for Temba Campus

NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required

to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 16 November 2026

POST 39/79 : **DRIVER REF NO: TNC/SNC/26-10/12**
Nature of Appointment: Permanent

SALARY : R201 093 per annum (Level 04)
CENTRE : Soshanguve North
REQUIREMENTS : A Grade 10 qualification/ standard 8 and valid code 10 drivers' licence with PDP. At least minimum of 1-2 years relevant experience in driving environment, Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents) the vehicle knowledge and goods handle
DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle. Render a clerical support/massager service in the relevant office. This would, inter alia, entail the following: Assist in the registry. Copy and fax document. Collect and deliver documentation and related items in the department.
ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
APPLICATIONS : Email to driver@tnc.edu.za
NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
CLOSING DATE : 16 November 2026

POST 39/80	:	**HANDYMAN REF NO: TNC /TC/26-10/13** Nature of Appointment: Permanent
SALARY	:	R170 226 per annum (Level 03)
CENTRE	:	Temba Campus
REQUIREMENTS	:	Basic knowledge and hands-on experience in maintenance tasks such as electrical, plumbing, carpentry, and air conditioning. Ability to perform routine repair and upkeep tasks independently. Experience in managing and securing access through effective key control. Ability to supervise and coordinate with on-site security personnel. 24/7 On-Site Presence: Must be consistently available and present on the college premises. Capable of identifying, assessing, and responding to on-site risks and threats. Knowledge of conducting regular inspections of campus facilities to ensure safety and functionality. Willingness to work extra hours, including weekends and during special college events, when required. Good verbal and written communication skills; ability to interact professionally with staff and students. Strong troubleshooting abilities with a focus on offering practical, timely solutions. Experience in gardening, landscaping, or cleaning is an advantage. Ability to remain calm and effective in urgent or high-stress situations. Valid Driver's License: A current and valid driver's license is mandatory.
DUTIES	:	Conduct regular inspections of buildings, fencing, doors, and other structural elements. Identify and report maintenance needs promptly. Perform general maintenance, including plumbing, electrical, carpentry, and minor repairs. Ensure all facilities remain in safe and functional condition. Unlock and open all offices, classrooms, workshops, and laboratories at designated times. Secure all windows, doors, air conditioners, gas heaters, and gates after use. Responsible for the safekeeping, distribution, and allocation of all campus keys. Perform basic repairs such as fixing broken windows, doors, leaks, ceilings, and ablution facilities. Assist with cleaning of facilities when necessary. Perform gardening, landscaping, and sweeping tasks to maintain the campus's appearance. Review and analyses the Security Occurrence Book daily. Identify and report any risks or threats to management without delay. Complete daily, weekly, and monthly reports on campus conditions for management. Provide timely feedback on all maintenance and security matters. Carry out any additional duties as delegated by the Supervisor. Maintain flexibility in performing a wide range of tasks as required. Ensure all responsibilities are executed efficiently and within set timelines. Be willing to undergo continuous training and development. Attend and run meetings
ENQUIRIES	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
APPLICATIONS	:	Email to handymantc@tnc.edu.za
NOTE	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
CLOSING DATE	:	16 November 2026

POST 39/81	:	**PHOTOCOPIER REF NO: TNC/TC/26-10/14 (X2 POSTS)** Nature of Appointment: Permanent
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Temba Campus and Pretoria Campus
REQUIREMENTS	:	Grade 10/ Basic Education, No experience required, Knowledge of facilities policies, Good interpersonal skills, Basic communication written and verbal skills, Computer literacy and ability to work independently and under pressure.
DUTIES	:	Operate the photocopier machines: Make photocopies for staff. Report any malfunctioning of photocopier machines. Keep records of photocopier machine activities. Scanning of documents. Binding and laminating of documents. Provide counter services: Receive the request form and documents. Contact clients when documents are ready. Update the index. Attend to counter queries. Perform minor maintenance on the photocopier machine: Arrange for the servicing of and repair to the machines. Undertake the general maintenance and cleaning of the machines. Make requisition for photocopying materials: Ensure that photocopying materials and equipment's are stored away securely. Arrange for the re-ordering of copy papers, staples and toners.
ENQUIRIES	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
APPLICATIONS	:	Email to photocopier@tnc.edu.za
NOTE	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
CLOSING DATE	:	16 November 2026
POST 39/82	:	**GENERAL WORKER REF NO: VTVET 22/2026 (X4 POSTS)** (12 Months contract).
SALARY	:	R144 024 – R169 656 per annum (Level 02), plus 37% in lieu of benefits
CENTRE	:	Makhado Satellite Shingwedzi Campus
REQUIREMENTS	:	Abet Level 4/Grade 10. Must be able to read and write. (Cleaning training certificate will serve as an advantage). Additional Requirements: 6 months experience working as a cleaner will be an added advantage.
DUTIES	:	Cut and maintain grass and lawns. Trim hedges, trees and shrubs. Remove weeds, leaves, branches and other garden debris. Maintain flower beds and landscaped areas. Sweep and clean pathways, and parking areas. Collect and dispose of litter and garden waste. Keep entrances and surrounding areas neat and presentable. Plant flowers, trees, grass and other plants. Water and fertilize plants and lawns. Prune trees and shrubs when necessary. Assist with maintaining irrigation systems. Operate and maintain basic gardening equipment such as lawnmowers, brush cutters, wheelbarrows and other hand tools. Clean and store equipment properly after use. Report damaged or faulty equipment to the supervisor. Report damaged infrastructure, blocked drains, leaking pipes and other faults. Identify and report hazards on the college

grounds. Ensure that pathways and entrances are free from obstructions. Assist in preparing outdoor areas for college events, meetings and functions. Arrange and move outdoor furniture and equipment where required. Clean the grounds after events. Assist maintenance staff and other Corporate Services personnel when required. Load, unload and move materials and equipment. Perform any other reasonable duties assigned by the supervisor.

ENQUIRIES : All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.

APPLICATIONS : Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.

NOTE : To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

CLOSING DATE : 13 November 2026 at 14:30

ANNEXURE J

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs (DHA) seeks to appoint professional, passionate and skilled individuals to form part of a leadership team driving the transformation of Home Affairs into a digital-first, world-class organisation. Candidates committed to service excellence, digital transformation, innovation, integrity and the Department's shared values, and whose credentials meet the requirements of these posts, are invited to apply before the closing date. The DHA is a merit-based and equal opportunity employer. In line with its commitment to promoting opportunities, in the filling of these posts, women and persons with disabilities are encouraged to apply.



CLOSING DATE : 13 November 2026

NOTE : Must be submitted online at https://erecruitment.dha.gov.za, or sent to one of the addresses specified at the bottom of the relevant post, on or before the closing date; accompanied by a fully completed and signed Application for Employment Form (New Z83, effective from 1 January 2021, obtainable at www.dpsa.gov.za), citing the correct post number and job title; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)); as well as relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, regardless of online, email or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Selection: Shortlisted candidates – will also be 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 Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA);Unless otherwise indicated, correspondence between the Department and candidates generally will be limited to shortlisted candidates. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Personal information submitted will be processed solely for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

OTHER POSTS

POST 39/83 : **DEPUTY DIRECTOR: WAREHOUSE MANAGEMENT REF NO: HRMC 71/26/1**

SALARY : R932 292 - R1 098 195 per annum (Level 11), An all-inclusive salary package

CENTRE : Branch: Finance and Supply Chain Management

REQUIREMENTS : An undergraduate qualification in Supply Chain Management/Logistics Management/Purchasing Management/Public Management at NQF level 6 as recognised by SAQA is required. Three (3) years experience in an Assistant Director/Junior Management level at Warehousing Management environment is required. Knowledge of the Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of Logistical Information System (LOGIS). Knowledge in LOGIS System Controller. Knowledge of the Preferential Procurement Policy Framework (PPPFA). Knowledge of Broad-Based Black Economic Empowerment (BBBEE). Knowledge of the Standard Chart of Accounts (SCoA). Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and

empowerment. Demand and Acquisition Strategy. Programme and project management. Change management Purchasing management. Decision making. Purchasing and cost control. Warehouse Management. Business Report Writing. Influencing and Networking. Problem solving and analysis. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Computer literacy Skills. Decision Making Skills. Negotiation Skills. Numerical skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure that all requisitions are complete and accurate. Advice business units to address trends in non compliance and errors on requisitions. Monitor adherence to audit standards within warehouse operations and represent the warehousing function in compliance and risk management forums. Uphold quality assurance, risk mitigation, and operational standards across all warehousing activities, including inventory control, storage, and dispatch. Identify and address potential risks related to warehousing processes, systems, and infrastructure to ensure business continuity and regulatory compliance. Coordinate and implement the warehousing management within the Department. Develop and implementation of policy and procedure, directive acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms N Mnisi Tel No: (012) 406 4238

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

POST 39/84 : **INVENTORY CLERK REF NO: HRMC 71/26/2 (X4 POSTS)**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Branch: Finance and Supply Chain Management

REQUIREMENTS : An NQF level 5 qualification as recognized by SAQA. Knowledge of the Constitution. Knowledge of Good governance and Batho Pele Principles. Knowledge of Internal performance evaluation and reporting. Knowledge of Government decision making processes. Knowledge of Diversity Management. Knowledge of Performance Management and Monitoring. Knowledge of Public Service Regulations. Knowledge of Government systems and structure. Knowledge of Public Finance Management Act. Required skills and competencies: Job Knowledge. Interpersonal Relations. Record Management. Flexibility. Customer Service Focus. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Receive and issue goods (stock items). Receive and capturing of all request on the LOGIS Procurement Integration. Receive and record the Face value forms. Issue stock on the Warehouse and update Bin cards. Prepare courier of goods worldwide. Update on the minimum stock level. Receive requestions from the end-user and record them. Render accounting and warehouse clerical support. Process transaction in accordance with standard operating procedures, legislative requirements and procurement policy. Receiving, verifying, and issuing goods, maintaining registers, and conducting stock takes and reconciliations. Provide effective and efficient daily procurement administration functions. Safekeeping of stores and warehouse items. Ensure that spot checks and stocktaking is performed. Follow-up with Suppliers regarding outstanding deliveries.

ENQUIRIES : Head Office: Mr R Anassis Tel No: (012) 406 4166

APPLICATIONS : Applications compliant with the “Directions to Applicants” above, must be submitted online at https://erecruitment.dha.gov.za or Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

POST 39/85 : **SECURITY OFFICER REF NO: HRMC 71/26/3 (X7 POSTS)**

SALARY : R170 226 - R200 523 per annum (Level 03)

CENTRE : Branch: Counter Corruption and Security Services

REQUIREMENTS	:	Grade 12 National Senior Certificate at NQF level 4 as recognised by SAQA. Basic security officer's course, Grade C. Basic education and training. PSIRA Grade C Certificate is required Knowledge and understanding of the Public Service Regulatory Framework. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the Minimum Information Security standards (MISS). Knowledge of the National Intelligence Strategy Act. Knowledge of the Protection of Information Act. Understanding of investigative techniques and methodology. Knowledge of Control of Access to Public Premises and vehicle Act. Knowledge of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the Criminal Procedure Act of 1977 as amended. Knowledge of Protection of Personal Information Act no 4 of 2013 as amended. Shift working is required. Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. People Management and Empowerment. Service Delivery Innovation. Problem solving. Program and Project Administration. Conflict Management and Resolution. Coordination and planning. Ability to meet deadlines. Presentation Skills. Interpersonal skills. Tactical skill. Communication. Analytical skills. Decision Making. Interviewing skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.
DUTIES	:	The successful candidates will be responsible for, amongst others, the following specific tasks: Perform access control functions. Ensure safety in the building and the premises by undertaking patrols, to identify fire hazards, suspicious objects and packages. Ensure that equipment's and store do not leave or enter the premises unauthorized. Administer the control room. Monitoring of (CCTV) close circuit television. Handling keys. Reporting of faulty security equipment. Administration of all control room activities: key control, incident management, visitors and contractors and registers. Handling documents at point of entry according to prescript. Apply emergency procedure in event of emergency.
ENQUIRIES	:	Head Office: Ms T Rakgoale Tel No: (012) 406 2808
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

ANNEXURE K

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa,1996, and in particular the Employment Equity Act,1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

APPLICATIONS : All applications must be submitted to the relevant Recruitment Response E mails stated below.

CLOSING DATE : 16 November 2026

NOTE : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All SMS posts will be subjected to a lifestyle audit. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/..
Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs

OTHER POSTS

POST 39/86	:	**DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS** Sexual Offences and Community Affairs
SALARY	:	R1 625 709 per annum (Level 14), (Total cost package)
CENTRE	:	Pretoria: Head Office Ref No: Recruit 2026/347 Durban Ref No: Recruit 2026/348 (Re-advert)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least 10 years' post qualification legal experience in criminal law litigation. (Regional and/or High court experience will be an advantage). Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate is a pre-requisite. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good advocacy and legal drafting skills. Extensive knowledge of the Criminal Procedure Act and gender-based violence legislation. (Completed GBVF training courses). Demonstrable Knowledge and expertise of the GBVF mandate of the SOCA unit in the areas of Domestic Violence, Sexual Offences, Child Justice, Maintenance, Trafficking in Persons & all other GBV matters generally is required. Good interpersonal, analytical, presentation and communication skills. Seven (7) years middle management experience which includes administration and Project management skills. Knowledge and application of GBV legislation, regulations and policies. Knowledge of Public Finance Management Act (PFMA) and financial management skills. Good planning skills, including administrative, organizational and Project management skills. Skills in public awareness initiatives and stakeholder management. Skills in research, development and presentation of training material in related fields. Knowledge of strategic planning and operational implementation of initiatives. Good verbal, communication and presentation skills. Knowledge of the Labour Relations Act and disciplinary process. Knowledge of international legislation and protocols will be added advantage, and the candidate must be prepared and able to travel extensively. Positive Security Clearance. Computer Literacy and knowledge of programs in Ms Word & Teams, Excel, Outlook and PowerPoint is mandatory. A Valid driver's licence.
DUTIES	:	Manage the portfolios assigned by the Special Director. Liaison and management of relevant stakeholders. Manage, train and guide SOCA cluster managers, prosecutors and stakeholders in respect of all matters relating to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to SOCA mandate, representations and to make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court, appear in appeals and reviews on the instruction of the SDPP. Prepare legal opinions. Strategically lead and implement the strategies of the unit and ensure operational implementation. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Initiate and coordinate public awareness campaigns and related training sessions. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media or any other platform on request of the SDPP. Quality control of statistics and performance management in relation to SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Ensure good governance and compliance. Perform any other task the SDPP deems to be necessary
ENQUIRIES	:	Sandra Reddy Tel No: (012) 845 6670
APPLICATIONS	:	Pretoria: Head Office e mail: Recruit2026347@npa.gov.za; Durban e mail: Recruit2026348@npa.gov.za

POST 39/87 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/367 (X2 POSTS)**
(Re-adverts)
Specialised Commercial Crime Unit

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : Pretoria
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
DUTIES : To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU
ENQUIRIES : Pretoria Lerato Rakale Tel No: (012) 351 6756
APPLICATIONS : e mail: Recruit2026367@npa.gov.za

POST 39/88 : **REGIONAL HEAD REF NO: RECRUIT 2026/349**
Office for Witness Protection

SALARY : R1 317 384 per annum (Level 13), (Total cost package)
CENTRE : Durban
REQUIREMENTS : A qualification at NQF level 7 in Law / International Relations / Military/ Police / Political Science or equivalent as recognized by SAQA. Nyukela Certificate (Certificate for entry into the Senior Management Service from the school of Government). Minimum of five (5) years' experience at a middle/senior managerial level in a law enforcement / criminal justice environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Competency in at least two (2) official languages, one (1) of which must be English (multi-linguistic skills will be advantageous). Communication skills (verbal and written). Planning, organizational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, 112 of 1998, the Constitution of the RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum-Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver's license. Willing to undergo security clearance.

DUTIES : Manage and coordinate the provision of provincial operation and strategic support for the witness protection programme. Manage and coordinate the assessment for admission of witnesses into the witness protection programme. Administer the processes for the OWP. Manage stakeholder relations. Generic management functions.

ENQUIRIES : KR Tsubella Tel No: (012) 845 6925

APPLICATIONS : e mail Recruit2026349@npa.gov.za

POST 39/89 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/350**
(Re-advert)
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)

CENTRE : DDPP: Gqeberha

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. The incumbent will be required to travel within the region. A valid drivers license.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Andiswa Tengile Tel No: (012) 842 1450

APPLICATIONS : e mail: Recruit2026350@npa.gov.za

POST 39/90 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/351 (X2 POSTS)**
(Re-adverts)
Specialized Commercial Crime Unit

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)

CENTRE : Pretoria

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in

appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Lerato Rakale Tel No: (012) 351 6756
APPLICATIONS : e mail: Recruit2026351@npa.gov.za

POST 39/91 : **SENIOR STATE ADVOCATE (TRC) REF NO: RECRUIT 2026/368**
(Re-advert)
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : Kimberley
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion of any appropriate legal qualification. At least eight (8) years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage. Ability to act independently without constant supervision. Must have good administrative skills. Able to work under pressure, which may involve long hours. Excellent analytical and problem-solving skills. Adaptability, communication and teamwork are also required in respect of working with other role-players. Knowledge and experience in TRC matters will be an added advantage.
DUTIES : Study the recommendations of the TRC (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the hearings, trials, inquests, proceedings), pertaining to allocated TRC matters. Consider the recommendations of the TRC and related matters. Provide guidance to dedicated TRC investigating officers. Drafting documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other state departments, universities, non- governmental organizations and other assistance as may be required by investigators. Conduct research, drafting of legal documents and attend to representations arising out of TRC matters. Make legal decisions in accordance with the law, policies and justice. Assist with the preparation of charge sheets/indictments where applicable. Co-operate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Make legal decisions in accordance with the law, NPA prosecution policies and directives. Also conduct research, prepare reports, and draft legal opinions, policies, legislation, and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyze and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA.
ENQUIRIES : Phumelele Sali Tel No: (053) 807 4521
APPLICATIONS : e mail: Recruit2026368@npa.gov.za

POST 39/92 : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/365**
National Prosecutions Service

SALARY : R1 074 222 - R1 742 772 per annum (Level SU-3), (Total cost package)
CENTRE : CPP: Upington (Kuruman)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting /litigation, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District

Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : IL Mofokeng Tel No: (053) 807 4507
APPLICATIONS : e mail: Recruit2026365@npa.gov.za

POST 39/93 : **STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2026/352**
Asset Forfeiture Unit

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Cape Town
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Well-developed skills in legal drafting and advocacy. Ability to conduct legal research. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical, presentation and communication skills. Willingness to travel and work extended hours. Excellent communication and administrative skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint, Literacy and Numeracy. A valid driver's licence.

DUTIES : Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.

ENQUIRIES : Joyce Marogoa Tel No: 012 845 6700
APPLICATIONS : e mail: Recruit2026352@npa.gov.za

POST 39/94 : **STATE ADVOCATE REF NO: RECRUIT 2026/353 (X2 POSTS)**
(X1 Re-advert)
Specialised Commercial Crime Unit

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Pretoria
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution/litigation, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting/litigation and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system

ENQUIRIES : Lerato Rakale Tel No: (012) 351 6756
APPLICATIONS : e mail: Recruit2026353@npa.gov.za

POST 39/95 : **STATE ADVOCATE REF NO: RECRUIT 2026/371 (X2 POSTS)**
(Re-adverts)
Specialised Commercial Crime Unit

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Bloemfontein
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution/litigation, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting/litigation and presenting/arguing cases in court. Extensive prosecutorial or litigation experience with regards to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting/litigation, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
DUTIES : Study case dockets. Decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state.
ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail: Recruit2026371@npa.gov.za

POST 39/96 : **STATE ADVOCATE REF NO: RECRUIT 2026/354 (X4 POSTS)**
Investigating Directorate Against Corruption

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total Cost Package)
CENTRE : Pretoria: Head office
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years in legal practice will be an added advantage. Financial or accounting background an advantage. Experience in litigation offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Demonstrable competency in acting Independently, Professionally,

Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting/litigation, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prosecutor led investigations (PLI). Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system independently without supervision and manage court and case flow management independently.

ENQUIRIES : Matodzi Makhari Tel No: (012) 845 6012
APPLICATIONS : e mail: Recruit2026354@npa.gov.za

POST 39/97 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)

CENTRE : CPP: Butterworth (Engcobo) Ref No: Recruit 2026/355
CPP: Upington (Kuruman) Ref No: Recruit 2026/364 (X2 Posts)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Butterworth (Engcobo) B Mswenyama Tel No: (047) 501 2696
CPP: Upington IL Mofokeng Tel No: (053) 807 4507

APPLICATIONS : CPP: Butterworth (Engcobo) e-mail: Recruit2026355@npa.gov.za
CPP: Upington e-mail: Recruit2026364@npa.gov.za

POST 39/98 : **DEPUTY DIRECTOR: HR PLANNING AND EQUITY REF NO: RECRUIT 2026/370**
(Re-advert)
Strategy, Operations and Compliance: HRM & D (HR Transformation)

SALARY : R932 292 per annum (MMS Level 11), (Total cost package)

CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum five years' experience working in Human Resources of which three must be specific experience in the Human Resources Strategies, Employment Equity and Diversity Management Programs. A minimum of three years of experience in staff management. Demonstrable competency in acting Independently,

Professionally, Accountable and with Credibility. Working knowledge of Human Resources Planning and Employment Equity processes and government requirements. Thorough understanding of Human Resource Practices in general. Knowledge of the applicable legislation and prescripts in the public service would be an added advantage. Research, presentation and facilitation skills. Good managerial, report writing and communication skills. Analysis and problem-solving skills. Project management. Advanced computer skills. Valid driver's license is a requirement.

DUTIES : Facilitate the process of development and implementation of the Human Resources Plan/ Strategy. Conduct research and surveys on labour matters. Develop and review Human Resources Policies and strategies. Analyse human resource information and provide advise and support to management on human resources matters. Guide and lead the process of the development and implementation of the Employment Equity Plan which also include management of disability, gender and diversity in the workplace. Coordinate the implementation of Regional Employment Equity Plans. Promote advocacy on EE programmes including disability in the workplace. Develop strategies to promote and enhance Employment Equity programmes. Facilitate, monitor and report on EE plans and strategy. Participate in the implementation of diversity management interventions. Participate in the implementation of programmes that highlight gender issues and ensure reporting on gender mainstreaming. Manage a team of practitioners responsible for the Human Resources Plan, Employment Equity and other related programmes.

ENQUIRIES : Licky Dludla Tel No: (012) 845 6533
APPLICATIONS : e mail: Recruit2026370@npa.gov.za

POST 39/99 : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/356**
(Re-advert)
Investigating Directorate Against Corruption

SALARY : R605 742 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head office
REQUIREMENTS : An appropriate B Degree (NQF Level 7) or NQF level 6 recognized three (3) year Diploma in Forensic Investigation, Forensic Auditing, Criminal Investigation, Policing or equivalent. Minimum of three (3) years' experience in financial investigation in a legal/investigative/financial environment in roles related to investigations, financial crime, financial analysis, forensic accounting or compliance. Vocational training in Forensic Investigation, Forensic Auditing, Law or any other specialized financial investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritizing. Research Skills and Administration skills. A valid driver's license.

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

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail: Recruit2026356@npa.gov.za

POST 39/100 : **ASSISTANT DIRECTOR: ADMINISTRATION AND SUPPORT REF NO: RECRUIT 2026/357**
National Prosecutions Service

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Administration or equivalent qualification. Minimum three (3) years 'experience. At least three (3) years' supervisory experience in the related field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The successful candidate must demonstrate sound experience in supervision, team coordination, stakeholder liaison and the drafting of high-quality official correspondence. Knowledge of the NPA Act, the Public Service Act and Regulations, the PFMA and applicable public service prescripts is essential. The position requires a proactive, disciplined

and service-oriented professional with excellent verbal and written communication skills, strong presentation ability, sound judgement, attention to detail and the capacity to manage competing priorities under pressure. The candidate must be computer literate, reliable, well organised, able to work efficiently in a team environment and capable of engaging professionally with diverse internal, interdepartmental and international stakeholders. Knowledge in administration and general functions.

DUTIES : Provide high-level administrative, coordination and operational support to the international Cooperation Component, The Money Laundering Desk, the REPS Component and where required, other components within the National Prosecution Service. Support the Head of the Component and relevant functional areas in coordinating strategic interdepartmental and inter-agency engagements, preparing reports, tracking deliverables and ensuring effective follow through on decisions taken. Supervise and guide administrative staff to ensure efficient office operations, quality service delivery and compliance with applicable policies and prescripts. Coordinate official visits by representatives of foreign States and international bodies including logistical arrangements, stakeholder liaison and related administrative support. Perform functions linked to mutual legal assistance, extradition, money laundering coordination and related prosecutorial support processes, including meeting coordination, documentation management and follow-upon action items. Facilitate the organisation of training initiatives, stakeholder engagements and official travel arrangements linked to international cooperation, money laundering matters and REPS-related functions. Oversee and support the timely execution of supply chain management and human resource administration processes while promoting accountability, responsiveness and professionalism across the supported components.

ENQUIRIES : Sharon Ntseo Tel No: (012) 845 6664
APPLICATIONS : e mail: Recruit2026357@npa.gov.za

POST 39/101 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: RECRUIT 2026/369**
Strategy, Operations and Compliance: HRM & D (HR Transformation)

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Human Resources Management, Administration or equivalent qualification. At least three (3) years functional / technical experience in the field of Human Resource Management (HR Planning or Strategies, Employment Equity/Diversity). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of human resource management processes and systems including PERSAL. Understanding of Human Resource Management Methodologies, Principles and Strategies. Understanding of employment legislation within the Public Service, i.e, Public Service Act and Regulations, Employment Equity Act and Regulations, Labour Relations Act. Experience in Programme/Project Management. Quality Assurance. Experience in Stakeholder or Client Relations. Ability to work independently. A valid driver's licence.

DUTIES : Coordinate and manage Human Resource Planning processes and Controls. Develop an HR plan and adjustment when necessary; Facilitate research or surveys on labour force related matters. Coordinate Human Resource Audits and Perform Human Resource Report reconciliations. Facilitate the collection of data for Employment Equity (EE) planning and participate in the development, implementation and reporting processes. Coordinate the development of the Annual Operational Plan for the Human Resource Management & Development Unit and the reporting thereof. Implement human resource planning strategies and processes. Coordinate and facilitate reporting on Employment Equity Targets. Coordinate HR Information and compile reports. Facilitate the development and implementation of MTEF HR Plan and implementation thereof. Provide HR planning and monitoring services by developing policies and monitoring consistent compliance with prescripts. Facilitate HR forecasting in line with organizational strategy. Develop and maintain HR data bank for analysis, standard and ad-hoc statistical reports. Render workforce planning advisory and support services. Conduct research and provide recommendations to inform organizational capacity requirements. Conduct benchmark with various institutions for human resource best

practices. Provide the secretariat and administrative support to the Human Resource Planning, Human Resource Transformation and other Consultative Fora in the organization. Participate in different Transformation Unit projects and events.

ENQUIRIES : Licky Dludla Tel No: (012) 845 6533
APPLICATIONS : e mail: Recruit2026369@npa.gov.za

POST 39/102 : **HUMAN RESOURCES CLERK: SUPERVISOR**
National Prosecutions Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Makhanda (Grahamstown) Ref No: Recruit 2026/358
DPP: Kimberley Ref No: Recruit 2026/359
REQUIREMENTS : An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two (2) years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: the Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Knowledge of HR information management. Computer literacy in MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
DUTIES : Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
ENQUIRIES : DPP: Makhanda (Grahamstown) Nomfuneko Ntapane Tel No: (046) 602 3000;
DPP: Kimberley IL Mofokeng Tel No: (053) 807 4507
APPLICATIONS : DPP: Makhanda (Grahamstown) e mail Recruit2026358@npa.gov.za
DPP: Kimberley e mail Recruit2026359@npa.gov.za

POST 39/103 : **COURT PREPARATION OFFICER REF NO: RECRUIT 2026/360**
National Prosecutions Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
DUTIES : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail Recruit2026360@npa.gov.za

POST 39/104	:	**COMMUNICATIONS OFFICER (MULTIMEDIA) REF NO: RECRUIT 2026/361** (Re-advert) Strategy, Operations and Compliance: Chief Directorate Communications
SALARY	:	R338 106 per annum (Level 07), (excluding benefits)
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF Level 6) in Multimedia, Digital Media Design, Digital Marketing, Communication, Public Relations or a related field as recognised by SAQA. A minimum of two (2) years' relevant experience in multimedia production / digital content creation. Valid Driver's Licence. Proven work experience as a Multimedia Specialist, Multimedia Officer, Digital Content Creator or similar role. Demonstrable competency in acting Independently, Professionally, and with Accountability and Credibility. Able to work under pressure and meet tight deadlines daily. Reliable, with interpersonal skills and teamwork. Time management and change management. Good knowledge of government programmes, project management and coordination skills, client-oriented and customer-focused. Communication skills and computer literacy. Proficiency in Adobe Creative Suite (Photoshop, Premiere Pro, Illustrator), Apple Mac OS, DaVinci Resolve, Canva and Microsoft Office Suite. Strong technical knowledge of multimedia technologies, digital platforms, and production equipment. Experience in videography, photography, video editing, graphic design and digital content production. Ability to operate professional DSLR/SLR cameras, video cameras, audio equipment, lighting equipment and related multimedia production tools. Experience in hybrid events management and live streaming. Experience in capturing, selecting, editing, enhancing and archiving professional images and video content. Knowledge and experience in digital platform management, including website, social media, intranet and Viva Engage. Experience in branding, events management, and content development and production. Willingness to travel and to work flexible hours when required. Willingness to work with heavy equipment including tripods, cabling, lighting and podcasting equipment.
DUTIES	:	Producing engaging photo and video content for diverse audiences. Produce and edit high-quality photo and video content for diverse audiences using Adobe Creative Suite and other relevant software. Apply visual storytelling, including basic animation and graphic design, across multimedia platforms. Plan, organise, and manage multimedia projects from concept to delivery. Execute professional photography and videography. Present content effectively and collaborate with stakeholders, demonstrating strong communication and listening skills. Maintain high levels of accuracy and attention to detail in all outputs.
ENQUIRIES	:	Isaac Dhludhlu Tel No: (012) 845 6711
APPLICATIONS	:	e mail: Recruit2026361@npa.gov.za
POST 39/105	:	**COMMUNICATIONS OFFICER REF NO: RECRUIT 2026/366** Strategy, Operations and Compliance: Communications Unit
SALARY	:	R338 106 per annum (Level 07), (excluding benefits)
CENTRE	:	Gqeberha (Eastern Cape)
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Communications / Public Relations / Journalism / Media Studies or equivalent. Minimum two (2) years' experience in communications environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, NPA Act, Access to information Act, DPSA directives. Knowledge of public service, knowledge management, internal and external liaison, publications, advertising and branding, newswriting, reviewing and proofreading. Knowledge of NPA policies and procedures. Computer skills: MS Office Suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Editing, project management, policy analysis and development, supervisory skills, decision making skills, analysis and problem-solving skills, interpersonal relations, communication (oral and written) skills. Excellent report writing skills. Task or time management skills. Conflict management, planning, research, presentation and facilitation.

DUTIES	:	Provide communications support to the Region. Assist with media queries in the region. Draft and write media statements for approval. Process media inquiries and assist with feedback. Provide social media inputs and content. Event management, public education and Awareness. Provide communication support to regional business units and corporate managers. Make meaningful inputs to Khasho by contributing articles on a regular and sustained basis. Publish organisational performance information on all internal communication platforms to keep employees updated. Provide support to internal stakeholders such as the Strategy office, EWP, IMU, HR and leadership with both internal and external local events and campaigns. Present content effectively and collaborate with stakeholders demonstrating strong communication and listening skills. Maintain high levels of accuracy and attention to detail in all outputs.
ENQUIRIES	:	Isaac Dhludhlu Tel No: (012) 845 6711
APPLICATIONS	:	e mail: Recruit2026366@npa.gov.za
POST 39/106	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/362** National Prosecutions Service
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	CPP: Mthatha (Mount Frere)
REQUIREMENTS	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
DUTIES	:	Provide high-quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to the members of the public, other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Submit monthly reports and statistics. Provide case records services.
ENQUIRIES	:	Tulisa Sibindlana Tel No: (047) 501 2669
APPLICATIONS	:	e mail: Recruit2026362@npa.gov.za
POST 39/107	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/363** (Re-advert) National Prosecutions Service
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	DPP: Mpumalanga (Mbombela)
REQUIREMENTS	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
DUTIES	:	Provide high-quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to the members of the public, other organisations and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents (electronically and manually). Provide court administration services. Assist with the efficient management of court rolls. Compile monthly reports and statistics.
ENQUIRIES	:	Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS	:	e mail: Recruit2026363@npa.gov.za

ANNEXURE L

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 16 November 2026 at 16:00

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

ERRATUM: The position of Receptionist with Ref No: 3/1/1/1/2026/293 for the Directorate: Financial and Supply Chain Management Services: Limpopo (Polokwane) that was advertised in Public Service Vacancy Circular 38 dated 23 October 2026 has reference. Applicants are advised that the salary for Receptionist is R201 093 per annum (Level 04). The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

POST 39/108 : **DIRECTOR: PERFORMANCE AND FINANCIAL AUDIT REF NO: 3/1/1/1/2026/323**
This is a re-advertisement, applicants who applied previously are encouraged to re-apply
Chief Directorate: Internal Audit

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma with Auditing as a subject (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in Financial Audit and Performance Audit. Membership of the Institute of Internal Auditors is recommended. A valid driver's licence. Job related knowledge: Project management best practice. The Standards of the Institute of Internal Auditors. Risk based Performance Audit and Financial Audit methodologies and procedures. Job related skills: Communication (verbal and written). Interviewing. Analytical and problem-solving ability. Staff and interpersonal relations. Project management. Computer literacy. Business process analysis. Risk and control assessment. Analytical thinking. Work under pressure and meet deadlines.

DUTIES : Compile the Performance and Financial Audit Directorate's strategic and operational plan in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Compile the Performance and Financial Audit Directorate's operational plan by April each year. Manage the compilation of the Performance and Financial Audit Directorate's operational and process risk registers by April each year. Compile the Performance and Financial Audit Directorate's portion of the strategic 3-year rolling and annual internal audit plans by April each year. Coordinate with other internal and external service assurance providers to ensure proper risk coverage and to minimise duplication of effort. Manage the implementation of the Performance and Financial Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis. Manage the achievement of the Performance and Financial Audit Directorate's operational plan objectives on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's risk register action plans on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's risk register action plans on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's portion of the internal audit strategic 3-year rolling and annual internal audit plans' deliverables on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the implementation of the Performance and Financial Audit Internal Audit Reports' Action Plans by line management on a quarterly basis. Manage the requests for progress reports from line management on the implementation of all relevant action plans on all Performance and Financial Audit Directorate's internal audit reports on a quarterly basis. Analyse the line managements' status of implementation of action plans of the Performance and Financial Audit Directorate's internal audit reports and clarify the statuses with line managers on a quarterly basis. Manage the preparation of progress reports on the implementation of management action plans of the Performance and Financial Audit Directorate's internal audit reports presentations to the Audit Committee and Director-General on a quarterly basis. Manage the Performance and Financial Audit Directorate's generally conformance to the International Institute of Internal Auditors' Standards on a continuous basis. Perform quality assurance reviews on the planning, execution, reporting and closure phases' deliverables of all Performance and Financial Audit Directorate's audit projects in conformance to the Internal Audit Methodology and the International Institute of Internal Auditor's Standards on a continuous basis. Participate in the Annual Internal Quality Assessment Review and the five yearly external quality assessment

review and implement the actions plans of the reports by the set target dates. Manage the reliance of the Auditor-General of South Africa on the work performed and reports issued by the Performance and Financial Audit Directorate monthly and report progress to the Audit Committee and the Director-General on an annual basis. Manage the Performance and Financial Audit Directorate's resources. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES : Ms K De la Rouviere Tel No: (012) 312 9837

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post323@dlrrd.gov.za

NOTE : EE Targets: The Department is an equal opportunity and affirmative action employer. All suitably qualified candidates, including persons with disabilities are encouraged to apply.

OTHER POSTS

POST 39/109 : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/329**
Directorate: Geospatial Information and Professional Support

SALARY : R573 552 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver's licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.

DUTIES : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and

secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms N Madlala at 072 459 9910
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post329@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 39/110 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: 3/1/1/1/2026/324**
Directorate: Logistics and Asset Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at a supervisory level in acquisition management environment. A valid driver's licence Job related knowledge: Knowledge of the following: Public Finance Management Act (PFMA). Supply Chain Management Framework. Treasury Regulations. Broad Based Black Economic Empowerment. Preferential Procurement Policy Framework Act (PPPFA). Departmental SCM Procedures and policy. Job related skills: Leadership and Management ability. Computer literacy. Project Management. Communication (verbal and written) and presentation. Ability to work within a team.
DUTIES : Manage and implementation of standard operating procedures in Quotation Unit. Develop and implement sourcing strategies. Ensure adherence to Supply Chain Management delegation and policy. Provide training for personnel of the division when required. Monitor internal control measures to ensure compliance with policies and procedures of the Department. Manage quotation unit administration. Contribute data collection and analysis of category of suppliers. Identify industry fragmentation and key supplier. Identify appropriate financial indices for classification of suppliers and goods. Co-ordinate the bids and quotations management process with the National Treasury report on discrepancies. Conduct a contract administration process for the sourcing of Bids and Demand Management. Conduct RFX / Auction and develop request for proposal improved sourcing. Develop, implement, and monitor performance measures signifying value and prompt supplier response. Develop, track and report savings, spending compliances and variances, and escalate feedback to stakeholders. Develop financial basis for negotiation with stakeholders Research and Market Analysis. Research and analyses market and industry data for identification of business gaps and opportunities for expansion. Identify industry trends through benchmarking and research of the best practices with other Departments and the broader business. Consult stakeholders and determine the different comparable supplier specific service offerings and requirements based on the broader national business plans. Conduct expenditure analyses and benchmarks on current and future prices indexes. Define current and potential supply basis and identify future entrants in the marketplace Bids and Demand Management. Provide management information, statistics and reporting on quotations. Compile credible bid evaluation reports and present them to the National Bid Adjudication Committee. Update quotation register regularly.
ENQUIRIES : Mr P Makhado Tel No: (012) 312 9677
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post324@dlrrd.gov.za

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

POST 39/111 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/1/2026/330**
This is a re-advertisement, applicants who applied previously are encouraged to re-apply
Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Labour Relations / Human Resource Development / Public Administration / Public Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at supervisory management in human resource management. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration. A valid driver's licence. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Conditions of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing ability. Problem solving ability.

DUTIES : Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain a database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due to retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate or conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audits. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDP's). Consolidate provincial inputs of Workplace Skills Plans (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS statistics is updated and submitted weekly. Arrange moderating committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant posts on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening

results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advice on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances within the prescribed period.

ENQUIRIES : Mr T Mtintsilana Tel No: (021) 409 0569

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post330@dlrrd.gov.za

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

POST 39/112 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/326**
Directorate: National Rural Youth Service Corps (NARYSEC)

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in one of the following: Public Administration / Public Management / Business Administration / Business Management / Office Management and Technology / Management Assistant or relevant equivalent qualification. Minimum of 3 years' relevant administrative experience in programme administration, project administration or public sector administration. A valid driver's licence. Job related knowledge: National Rural Youth Service Corps (NARYSEC) policies. Public Service Act. Public Service Regulations. Public Finance Management Act (PFMA). Treasury Regulations. PERSAL administration. Records Management and National Archives legislation. Protection of Personal Information Act (POPIA). Government administrative procedures. Microsoft Office applications. Job related skills: Administrative management. Records and information management. Report writing. Minute taking. Computer literacy (Microsoft Office) Planning and organising. Communication (written and verbal). Interpersonal relations. Problem solving Analytical thinking Coordination and facilitation. Time management. Customer service. Document management.

DUTIES : Coordinate administrative support for NARYSEC recruitment and participant administration. Coordinate administrative and logistical support for recruitment, screening, shortlisting. interviews, participant verification and induction processes in accordance with approved NARYSEC Standard Operating Procedures. Prepare recruitment documentation, interview packs. attendance registers and related administrative records. Verify participant application documents and maintain recruitment databases and participant records. Prepare participant appointment, registration and contractual documentation. Administer participant movements, including appointments, transfers. resignations, terminations, stipend deductions and related Human Resource documentation. Respond to participant administrative enquiries and provide programme support services. Accompany participants during approved programme activities where required. Provide administrative support for Provincial Programme Implementation. Prepare official correspondence, submissions, memorandum. reports and other programme documentation. Coordinate meetings, prepare agendas. compile minutes and maintain records of decisions. Maintain participant files. attendance records and programme documentation throughout the programme lifecycle. Coordinate and quality assure. participant payroll and PERSAL certification documentation prior to submission. Maintain records relating to community service, skills development and participant progression. Coordinate stakeholder communication and maintain administrative records relating to programme implementation. Perform general administrative support functions to facilitate effective programme delivery. Provide administrative support for financial planning, budgeting and reporting, including the compilation and monitoring of the Directorate Management Plan (DMP), Procurement Plan and financial reports. Coordinate the procurement of goods and services in accordance with the approved DMP, Procurement Plan and departmental procurement procedures.

Maintain the invoice register, track payments with Finance and follow up on outstanding invoices. Coordinate Information Management and Programme Reporting. Compile participant statistics and monthly, quarterly and annual programme performance reports. Compile information required for the Annual Performance Plan (APP), Integrated Operational Plan (IOP) and other management reporting requirements. Maintain programme information systems and databases, including extracting and analysing NIMS reports. Maintain Portfolio of Evidence and supporting documentation for programme implementation. Maintain participant filing systems and records in accordance with departmental records management policies. Monitor the completeness, accuracy and integrity of programme information and supporting documents. Prepare management information and statistical reports for Provincial and National Office. Coordinate Travel, Logistics and Programme Support Services. Coordinate travel, transport and accommodation arrangements for programme activities and maintain related administrative records. Prepare travel, accommodation and conference submissions with supporting documentation. Liaise with Supply Chain Management and service providers regarding logistical arrangements for programme activities. Coordinate logistical arrangements for recruitment, interviews, medical screening, training, community service, graduation ceremonies and stakeholder meetings. Maintain travel, accommodation and logistics registers. Provide logistical support during official NARYSEC events and activities.

ENQUIRIES : Mr T Mtintsilana Tel No: (021) 467 7888

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post326@dlrrd.gov.za

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

POST 39/113 : **SENIOR PROJECT OFFICER: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/331**
Directorate: ZF Mgcawu / Pixley Ka Seme District Office

SALARY : R413 001 per annum (Level 08)

CENTRE : Northern Cape

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management or related equivalent qualification. A valid driver's licence. Minimum of 2 years' relevant experience. Job related knowledge: Land Reform: Provision of Land and Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act, 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Computer literacy. Stakeholder relations. Facilitation / coordination and presentation. Financial management. Project management. Interpersonal relations. Willingness to travel.

DUTIES : Implement the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Create and maintain project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Facilitate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Support the selection of suitable candidates and allocation of land. Compile the database of all land allocation applications received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committees' consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Support land allocation

within the district. Implement land acquisition and allocation project cycle. Implement land acquisition procedures within relevant policy and programme guidelines. Liaise with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Develop the land application system / database. Capture applications into the land application system / database. Compile project information report to relevant approval structures and departmental management.

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

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post331@dlrrd.gov.za

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

POST 39/114 : **SENIOR CADASTRAL OFFICER REF NO: 3/1/1/1/2026/328**
Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R338 106 per annum (Level 07)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 3 years geomatics post qualification experience in a Geomatics / Cadastral survey environment. A valid driver's licence. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Analysing and report writing. Interpersonal relations. Communication (verbal and written). Computer literacy. Presentation and /attributes: Confidentiality, fairness, respect and honesty.

DUTIES : Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain and electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principle and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amend, endorsed or withdrawn) cadastral documents. Link the deposited

scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

ENQUIRIES : Mr NR Jacquire Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post328@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African Females, and Persons with Disabilities.

POST 39/115 : **SECRETARY REF NO: 3/1/1/1/2026/325**
Directorate: Fraud Prevention and Ethics Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
DUTIES : Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
ENQUIRIES : Ms N Mfuphi Tel No: (012) 312 9783
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post325@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 39/116 : **AUXILIARY SERVICE OFFICER REF NO: 3/1/1/1/2026/327**
Directorate: Information Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising. Above average attention to detail.
DUTIES : Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Reproduce cadastral documents for the registration copies. Administer cadastral documents. Make ‘dummy trips’ and ‘mark out’ boards for all document vaults. Ensure that worn-out hanging strips are replaced, and damaged documents

		are repaired. Provide cadastral information to internal and external clients. Extract and deliver documents requested by staff manning and public counters on behalf of external clients. Supply cadastral information to external clients. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct captured errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file all these documents in their respective documents' vaults. Conduct a random check of the state of filing as well as the state of documents. Archive newly approved cadastral documents and refill old documents. Insert mark out boards and dummy trips in the place of extracted documents.
ENQUIRIES	:	Mr KC Segole Tel No: (012) 337 3658
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post327@dlrrd.gov.za
NOTE	:	EE Targets: African, Indian and White Males and African and Indian Females and Persons with Disabilities.
POST 39/117	:	**ADMINISTRATION CLERK (LABOUR TENANTS) REF NO: 3/1/1/1/2026/332** (12 Month Contract) Directorate: Tenure Reform Implementation
SALARY	:	R237 453 per annum (Level 05), (Plus 37% in lieu of benefits)
CENTRE	:	Mpumalanga (Mbombela)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Ability to work within a team.
DUTIES	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filling system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES	:	Mr MO Fakude Tel No: (013) 754 8074
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post332@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

ANNEXURE M

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):** 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

Western Cape/Cape Town: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town

KwaZulu-Natal/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

Eastern Cape/Gqeberha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE : 13 November 2026

NOTE : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel

suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office 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.

MANAGEMENT ECHELON

POST 39/118 : **DIRECTOR: ADMINISTRATION AND GOVERNANCE SUPPORT SERVICE REF NO: 2026/148/OCJ**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a Bachelor of Laws or related legal qualification at NQF level 7 as recognised by SAQA. A minimum of five (5) years' experience at a Middle / Senior Management level, of which at least three (3) years' must have been in the field of Legal Administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Knowledge and skills: Knowledge of the Constitution of the Republic of South Africa. Extensive knowledge and experience in Parliamentary operations. Knowledge of Legislative Framework, Medium Term Strategic Framework (MTSF). Understanding of Treasury and PFMA Regulations. Government legislation. Monitoring and evaluation methods. Legislative drafting. NDP- National Development Plan. Knowledge of government systems and structures. Knowledge of relevant legislations and prescripts. Problem solving skills. Verbal and written communication skills. Analytical skills. Negotiation skills, People and diversity management skills. Strategic and analytical skills. Sound financial management skills. Presentation skills. Research skills. Planning and organizing skills, Computer literacy, (MS Office). Personal Attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity, Communication. 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 : Manage the administrative support to the Secretary General pertaining to compliance function, legal and general research and portfolio committee programme. Manage research and draft advisories whilst instituting proper record management, knowledge systems, policies and procedures. Liaise with other government departments and agencies to ensure smooth intergovernmental cooperation and information sharing. Manage coordination of matters emanating from Parliament's participation for inter-governmental relations, Judiciary events and programmes. Manage the Directorate.

ENQUIRIES		Technical Related and HR Enquiries: Mr SW Mekoa Tel No: (010) 493 2500
APPLICATIONS	:	Applications can be sent via email to 2026/148/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

OTHER POSTS

POST 39/119	:	**ADMINISTRATIVE OFFICER REF NO: 2026/149/OCJ**
SALARY	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Western Cape Division of The High Court: Cape Town
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Public Management/ Administration or an equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A valid driver's license will serve as an added ad. Skills: Skilled in computer literacy (MS Office), communication (written and verbal), time management, problem solving, planning and organising. Along with the following attributes: flexible, self-driven, motivated, ability to work under pressure, accuracy and attention to detail.
DUTIES	:	Ensure good quality recording of court proceedings by training newly appointed Administration Clerks (DCRS) on technical and administration aspects of operating the court recording machine, ensuring that tests are run on all court recording machines every morning before court sittings to check the microphone status and sound quality, ensure that all DCRS clerks are seated in court 15 minutes before court proceedings, troubleshoot reported technical problems on court recording machines to resolve or confirm the reported problem, log calls to helpdesk for Court Recording Machine problems that cannot be resolved by troubleshoot, ensure that all clerks utilize headphones throughout court proceedings and they playback recordings at intervals to monitor quality of the audio, ensure court recordings are backed-up and filed systematically by facilitating transcription of Judgments for the purpose of backup, ensure digital and physical court recordings (CD's and Transcriptions) are marked clearly with case details and parties' details, file physical court recordings(CD's and Transcriptions) in an access controlled strong room and in a systematic manner, ensure that CRT system uploads court recordings to the local server, ensure Admin Clerks (DCRS) download court recordings to CD's or USB's, facilitate the transcription services within the court by retrieve cases upon receipt of written request for transcriptions, update the transcription register before court recordings are sent to the transcriber and after the transcribed records are received, test court recording for audibility before sending it to the transcriber, ensure the transcriber meets the turnaround time and implement penalties when the transcriber fails to comply with the SLA, liaise with the requester upon receipt of transcribed records, follow-up invoices with the transcriber and ensure they are paid within 30 days, supervise and develop staff by ensuring general supervision of employees, allocate duties and perform quality control on the work delivered by officials, ensure that officials adhere to proper mannerisms when in the courtroom by refraining from using their cellphones in court as this can interfere with the quality of the recording, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance agreements for the section and assessing staff half yearly and annually, 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 enquires and provide advise and guidance on asset allocation and control, ensure the assets in the office and all equipment is accounted for and that all assets correspond with the custodian and location. Perform any other relevant administrative support functions to the Judiciary, Court Manager and Supervisor.
ENQUIRIES	:	Technical Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032 HR Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
APPLICATIONS	:	Applications can be sent via email to 2026/149/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 39/120	:	**ADMINISTRATION CLERK: (DCRS) REF NO: 2026/159/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	KwaZulu-Natal Division of The High Court: Pietermaritzburg
REQUIREMENTS	:	An applicant should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid driver's license will serve as an added advantage. Skills: Skilled in communication (verbal and written), interpersonal relations, planning, organisation, computer literacy (MS Office) and administration Along with the following attributes: flexibility and teamwork.
DUTIES	:	Provide administrative support in pre-recording of court proceedings, render proper recording of court proceedings, perform playback events or after the session, provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
ENQUIRIES	:	Technical Related Enquiries: Mr S Dlamini Tel No: (033) 345 8211 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
APPLICATIONS		Applications can be sent via email to 2026/159/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 39/121	:	**REGISTRY CLERK REF NO: 2026/160/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	KwaZulu-Natal Division of The High Court: Pietermaritzburg
REQUIREMENTS	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Understanding of the National Archives Act and Regulations, 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 and Batho Pele Principles. Skilled in communication (written and verbal), interpersonal relations, computer literacy (MS Office), numerical, time management, planning, organising and report writing skills.
DUTIES	:	Handle incoming and outgoing correspondences. Receive, sort, register and dispatch mail, distribute notices on registry issues, record receipt files and protection records and ensure correct filling, make sure that the storeroom is locked to limit access, replace torn out registers, keep closed registers safe in the archival storeroom, render an effective filing and record management service, open and close files according to record classification system. File /store, trace (manually) and retrieve documents and files, ensure that the information inside the personal file is filed accordingly, complete index cards for all files, maintain safe custody and protection of files and records, label files neatly for easy retrieval, arrange and package files for archives and distribution, ensure that there is enough space for filing in the storeroom to avoid misfiling of documents, register all files requested by relevant clients. For example, clients such as Auditors and HR practitioners, process documents for archiving and/ disposal, conduct electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.
ENQUIRIES	:	Technical related enquiries: Mr MN Zondi Tel No: (033) 345 8211 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
APPLICATIONS	:	Applications can be sent via email to 2026/160/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 39/122	:	**SUPPLY CHAIN CLERK REF NO: 2026/161 /OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of Grade twelve (12) certificate. No experience required. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations

		and Supply Chain Regulations. Skilled in communication (written and verbal), computer literacy (MS Office), interpersonal relations, planning and organisational. Along with following attributes: Ability to work independently, meet deadlines, attention to detail, work under pressure and teamwork
DUTIES	:	Support the Development of sourcing strategy, support collation information for Demand Management Plans and Procurement Plans, support in the development of the specifications/Terms of reference, support the compiling of tender, quotations and specifications, assisting in conducting bids and closing of bids, provide secretariat support for Bid Specification and Bid Evaluation committee, assist with preparation of documents to the relevant committees, maintaining of filling system for awarded bids, ensure that bid register is up to date and support the SCM reporting on procurement
ENQUIRIES	:	Technical related enquiries: Ms NB Ntimande Tel No: (010) 493 2601 HR related enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/161/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 39/123	:	**TYPIST REF NO: 2026/162/OCJ**
SALARY	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Eastern Cape Division of The High Court: Gqeberha
REQUIREMENTS	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. Knowledge and skills: Knowledge of Public Services Legislation. Prescripts and Regulations. Skilled in typing speed of at least 35 words per minute (wpm), computer literacy (Microsoft Office), research, communication (verbal and written), problem solving and time management. Along with the following attributes: creative thinking, accuracy, attention to detail and ability to work under pressure.
DUTIES	:	Type court orders and relevant court documents in line with endorsement on front of court file, type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports, type Rule 6(12) orders and make available in terms of the rule, ensure that orders are typed in the correct format and provided to the Registrar for checking, ensure that corrections to orders are done in line with the Registrar's instruction, ensure that all incorrect court orders and court documents are reported to the supervisor, make amendments on judgments as per judges' request/instruction, audit format of judgment and type urgent applications, sort and distribute incoming and outgoing files, attend to requests from Legal fraternity and public, draft term rolls for each court term in line with the Gazetted terms, type opposed and unopposed motion court roll in terms of the required format inserting the judges' names, type supplementary rolls, communicate roll to Registrars and Judge Presidents Office, ensure consecutive numbering and that files are categorised, provide Advocates enrolment orders to the Department of Justice and Constitutional Development, communicate court rolls to stakeholders through electronic mail, develop and maintain court rolls register, record work in register for monthly statistics and ensure that copy of divorce orders are forwarded to Home Affairs Head Office.
ENQUIRIES	:	Technical related enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR related enquiries: Ms. Z Sulo Tel No: (087) 086 6929
APPLICATIONS	:	Applications can be sent via email to 2026/162/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

ANNEXURE N

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



APPLICATIONS	:	**All Senior Management applications and Head Office: Head Office:** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand Delivered at CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau **Mmabatho Regional Office:** The Director-General, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735. For Attention: Mr. T Oagile
CLOSING DATE	:	20 November 2026 at 16H00
NOTE	:	Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: https:/www.dpsa.gov.za/newsroom/psvc/, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https: www.thensg.gov.za/training –course /sms-pre-entry programme/. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three

(3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Note: For emailed applications, please submit a Single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

MANAGEMENT ECHELON

POST 39/124 : **CHIEF DIRECTOR: ENGINEERING SERVICES REF NO: 2026/371**

SALARY : R1 554 696 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in engineering or relevant field of study. A minimum of 5 years of experience at a senior managerial level in the Engineering field. Compulsory professional registration with the Engineering Council of South Africa (ECSA). Knowledge: Engineering best practice Project Management; Extensive knowledge of all engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management Communication; Computer literacy; Planning and organising; Negotiation skills; Problem solving and analysis. Personal Attributes: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer aided engineering applications; Knowledge of legal compliance; Technical report writing; Creating high-performance culture; Networking; Engineering and professional judgment.

DUTIES : Oversee the development of engineering plans, processes, and procedures. Oversee the development and maintenance of professional best practice parameters and quality standards and manuals and guideline on professional standards. Monitor and ensure the implementation and continuous adherence to professional guideline and standards. Manage approvals or audits on new engineering designs according to design principles or theory. Ensure engineering design efforts and integration across disciplines to ensure seamless integration with current technology. Oversee budget and timelines for engineering projects. Promote and enforce a safe and healthy work environment in accordance with applicable legislation and company policies and procedures. Drive continuous improvement of processes, quality and cost to maintain profitability and competitiveness. Oversee the maintenance of engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Ensure engineering maintenance standards, specifications and service levels in accordance with Departmental objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to departmental goals to direct or redirect engineering services. Ensure and monitor compliance with standard operating procedures. Provide expert advice on electrical safety and risk management. Ensure compliance to OHSA, legal and environmental requirements. Manage cost efficiency of engineering projects and life cycle costing. Manage and provide technical operational advice on water and wastewater treatment purification service to client departments. Oversee the implementation of Water Act within the department. Manage the implementation and maintenance of the Water and Waste Water

Plants. Apply research findings to help minimise the environmental impacts of pollution, erosion, and other problems. Research ways to improve water conservation and preservation. Evaluate the feasibility of water-related projects, such as irrigation systems and waste treatment facilities. Manage the Chief Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575

APPLICATIONS : Email Applications for the position of Chief Director: Engineering Services must be submitted to: Recruitment26-83@dpw.gov.za

POST 39/125 : **DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/372**

SALARY : R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Real Estate Management/ Property Management/ Immovable Asset Management or Built Environment. A minimum 5 years of experience at a middle/senior managerial level in real estate/property/immovable asset management and leading multidisciplinary teams across leasing, portfolio/asset acquisition/disposal, and/or facilities operations. An NQF 08 (Honours/Postgraduate) qualification in the above fields and more than 5 years direct middle/ senior management experience as specified above will serve as an added advantage). Leadership & Delivery: Demonstrated track record of managing teams to deliver measurable portfolio outcomes (e.g., timely lease renewals, cost optimisation, improved occupancy and condition, compliant disposals, accurate asset registers). Valid driver's licence and willingness to travel and work extended hours as needed. Security clearance will be required. Ability and willingness to adjust work hours to meet professional and organisational imperatives. Other added advantage: Relevant professional registration in built sector or property related and private sector property management or immovable asset management experience. Knowledge: Legislation & Compliance: GIAMA, PFMA, Treasury Regulations/Instructions, PPPFA, OHS Act, Public Service Act & Regulations, MISS, SPLUMA, Deeds Registries Act, Municipal Property Rates Act, and relevant State Land Disposal and property transaction frameworks. Property Practice: Leasing and tenant administration, acquisitions, disposals, servitudes, estates, portfolio/asset performance, facilities maintenance, contract/vendor management. Public Sector Governance: Budget management, SCM, audit & assurance, risk & internal control, HRM and labour relations, service delivery improvement and transformation. Skills: Strategic planning & execution. People leadership & performance management. Programme/portfolio & project management. Contract, lease and vendor management. Financial management & cost optimisation. Risk, compliance & quality assurance. Stakeholder management and negotiation. Advanced report writing & presentation. Data & systems proficiency (asset registers, property information systems, BI dashboards). Problem solving, decision-making and change management. Personal Attributes: Outcomes-driven, innovative and resourceful. High integrity and resilience under pressure. Strong interpersonal influence and relationship-building. Analytical, decisive and detail-attentive. Able to set high standards, coach teams and drive continuous improvement.

DUTIES : Functional Leadership & Governance: Translate departmental strategy into a Directorate operating plan with clear targets, service standards and risks. Lead a multidisciplinary team and establish a high-performance culture, with robust internal controls, SOPs, and compliance to PFMA/Treasury and property legislation. Outcomes: Consistent delivery against APP/operational targets; clean governance, reduced audit findings, on-time reporting. Leasing & Tenancy Management: Oversee the end-to-end lease lifecycle (sourcing, contracting, renewals, terminations, rent reviews, escalations, recoveries). Ensure tenant satisfaction, accessibility, and regulatory compliance (incl. OHS). Outcomes: On-time renewals and cost-effective leases; accurate

billing/recoveries; improved client feedback. Portfolio & State Property Management (incl. Vacant Land): Drive optimal utilisation and maintenance across state-owned properties; ensure security for vacant/unimproved assets. Direct property condition assessments, maintenance plans and operational/financial reporting (e.g., occupancy, condition, costs). Outcomes: Reduced downtime & backlog; improved asset condition and utilisation; cost and energy efficiency gains. Acquisition, Disposal & Servitudes: Manage transparent, compliant acquisitions and disposals aligned to GIAMA, national priorities and applicable reform programmes. Lead due diligence (ownership, zoning, valuations), transaction approvals and transfer processes. Outcomes: Timeous, compliant transactions; disposal pipeline progressed; value-for-money and strategic alignment demonstrated. Asset Register & Information Integrity: Ensure a complete, accurate and auditable Immovable Asset Register; integrate with portfolio systems and reporting. Maintain data quality, reconciliations and audit readiness; produce BI dashboards and insights for decision-making. Outcomes: Improved data integrity and audit outcomes; reliable portfolio intelligence to guide planning and budgeting. Client & Stakeholder Management: Build strong relationships with user departments, provincial/municipal partners and service providers. Resolve operational issues proactively; lead cross-functional collaboration and transversal initiatives. Outcomes: Faster turnaround times, fewer escalations, aligned accommodation solutions and better regional coordination. Financial Stewardship & SCM Compliance: Manage the Directorate's budget, cash flows and cost drivers; ensure SCM processes are compliant and timely. Oversee creditors/debtors, rental collections/recoveries and contract performance. Outcomes: Spend within allocation; improved cost-to-serve; reduced irregular/fruitless/wasteful expenditure. People Management & Capability Building: Recruit, develop and performance-manage staff; drive learning, coaching, and sound labour relations. Embed discipline, ethics, wellbeing, and effective communication. Outcomes: Skilled, engaged team; improved productivity and retention; succession and bench strength in critical roles. Standards, Improvement & Innovation: Monitor changes in legislation and professional standards; update policies/SOPs and implement process improvements. Introduce digital tools and pragmatic innovations to improve quality, speed and compliance. Outcomes: Shorter cycle times, fewer defects, better client outcomes, continuous improvement culture.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575

APPLICATIONS : Email Applications for the position of Director: Real Estate Management Services must be submitted to: Recruitment26-84@dpw.gov.za

POST 39/126 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2026/373**

SALARY : R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Durban Regional Office

REQUIREMENTS : A minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in SCM/ Procurement/ Accounting/ Logistics/ Law or SCM/ Procurement/ Logistics and Public Management in the related field. A minimum 5 years of experience at a middle/senior managerial level in SCM/ Procurement. Experience at middle or senior management level leading multidisciplinary teams in supply chain management An NQF level 8 (Honours/Postgraduate) or above and more than 5 years direct middle/ senior management experience as specified above will serve as an added advantage. Leadership & Delivery: Demonstrated track record of managing teams to deliver business unit outcomes. Valid driver's licence. Security clearance will be required. Ability and willingness to adjust work hours to meet professional and organisational imperatives. Knowledge: Legislative & Regulatory Mastery: Expert command of the Public Finance Management Act (PFMA) and Treasury Regulations, ensuring all directorate activities withstand rigorous Auditor-General scrutiny. Strategic Budgetary Planning: Mastery of Government Budget systems, including the Medium-Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE), to align financial resources with strategic mandates. Supply Chain Management (SCM) Oversight: Deep understanding of the Government SCM Framework and Preferential Procurement Policy, ensuring fair, equitable, and transparent procurement that meets developmental goals. Financial Reporting Standards: Advanced knowledge of GRAP (Generally Recognised Accounting Practice) and GAAP,

ensuring that all financial statements and systems reflect the highest standards of accounting integrity. Financial System Integration: Strategic proficiency in Government Financial Systems (e.g., BAS, LOGIS) to monitor expenditure and prevent unauthorised or wasteful spending. Skills: Executive Management & Planning: Advanced ability to architect complex operational plans and organise resources to meet high-level departmental objectives. Programme & Project Management: Proven capacity to lead large-scale initiatives from inception to evaluation, ensuring delivery within specific timeframes and quality benchmarks. Decision-Making Authority: The ability to make high-stakes decisions under pressure, balancing risk with organisational requirements. Strategic Research & Information Gathering: Expert ability to conduct high-level research and synthesise complex data into actionable executive insights. Numerical & Financial Analysis: Sophisticated numeracy skills for interpreting financial reports, identifying trends, and ensuring budgetary compliance. Technical Report Writing: Mastery in drafting executive submissions, technical briefs, and formal reports that are concise, accurate, and persuasive. Executive Diplomacy & Interpersonal Dynamics: Exceptional ability to navigate sensitive political and administrative landscapes, building rapport with stakeholders at all levels. Strategic Communication: Highly developed verbal and written communication skills, ensuring clarity of purpose and alignment across the Directorate. Complex Problem-Solving: A proactive approach to identifying systemic challenges and designing sustainable, innovative solutions. Personal Attributes: Strategic Creativity: Possesses the ability to design original frameworks and innovative solutions to complex organisational challenges without requiring external direction. Analytical Rigour: A high-level conceptual thinker capable of dissecting complex data and systemic issues to inform evidence-based executive decisions. Unwavering Trustworthiness: Exemplifies the highest standards of professional ethics and confidentiality, serving as a reliable custodian of the Department’s reputation and resources. Dedicated Leadership: Demonstrates a disciplined commitment to the public service mandate, driving functional excellence through personal accountability and perseverance. Multi-Level Communication Mastery: Highly adept at articulating complex strategies to diverse audiences, ranging from frontline operational staff to political office bearers and executive boards. Strategic Diplomacy: Combines an approachable demeanour with executive gravitas, ensuring the ability to build rapport while maintaining the authority required for senior leadership. High-Stakes Tenacity: Replaces basic "hard work" with a sophisticated ability to maintain peak performance and quality of output under extreme pressure and within tight legislative timeframes. Solution-Orientated Mindset: Proactively identifies bottlenecks and focuses on delivering tangible outcomes, fostering a culture of high performance within the Directorate.

DUTIES : Strategic SCM Governance & Process Innovation: Outcome: A compliant, agile, and technologically advanced SCM framework that anticipates legislative changes and drives departmental efficiency. Strategic Policy Leadership: Direct the research, design, and continuous improvement of SCM policies and strategies to ensure 100% alignment with National Treasury prescripts and the PFMA. Systems & Internal Controls: Architect and oversee a rigorous internal control environment to proactively identify and mitigate procurement risks, preventing irregular, fruitless, and wasteful expenditure. Business Process Modernisation: Lead the transition toward digital SCM support tools and automated workflows to enhance transparency and reduce lead times across the value chain. Strategic Demand & Procurement Planning: Outcome: A data-driven procurement strategy that aligns departmental needs with market realities and socio-economic objectives. Integrated Planning: Direct the consolidation of regional requirements into a robust, credible Annual Procurement Plan that supports the Department’s strategic goals and infrastructure mandates. Socio-Economic Impact: Oversee the implementation of the Preferential Procurement Policy Framework, ensuring that "preference point" systems are strategically applied to meet development and transformation targets. Technical Advisory: Provide executive oversight and high-level guidance on the development of complex Specifications, Terms of Reference (ToR), and Special Conditions of Contract. High-Integrity Acquisition & Committee Management: Outcome: A transparent and legally defensible bid adjudication process that ensures value for money and institutional integrity. Committee Governance: Ensure the statutory appointment and optimal functioning of Bid Specification, Evaluation, and Adjudication Committees, maintaining high ethical standards throughout. Adjudication Leadership: Chair

the Sub-Bid Adjudication Committee with technical mastery, ensuring all recommendations are robust, unbiased, and fully compliant with the Central Supplier Database (CSD) requirements. Market Intelligence: Lead the strategic sourcing function to ensure the Department leverages the best available market rates and supplier capabilities. Contract Lifecycle & Supplier Performance Management: Outcome: Optimised service delivery through active monitoring and the rigorous enforcement of Service Level Agreements (SLAs). Contract Stewardship: Establish a comprehensive contract management framework that ensures suppliers meet all performance obligations, delivering corrective measures or penalties where necessary. Logistical & Auxiliary Excellence: Direct the procurement and management of the vehicle fleet, travel services, and archives, ensuring these auxiliary functions provide seamless support to the Department's core operations. Movable Asset Management & Financial Integrity: Outcome: An accurate, audited, and fully optimised Asset Register that reflects the true financial position of the Department. Lifecycle Asset Management: Direct the strategic acquisition, maintenance, and disposal of movable assets, ensuring that warranties and maintenance plans are utilised to maximise asset lifespan. Verification & Reporting: Oversee the execution of bi-annual asset verifications and ensure the Asset Register remains 100% reconciled with financial systems for year-end reporting. Directorate Leadership & Financial Stewardship: Outcome: A high-performing, ethical Directorate that delivers against its operational plan within its allocated budget. Executive Leadership: Mentor and develop the SCM team, fostering a culture of professional discipline, ethical conduct, and accountability for outcomes. Fiscal Accountability: Exercise total oversight of the Directorate's budget, ensuring expenditure is strictly monitored and aligned with the operational plan and Treasury guidelines. Operational Reporting: Direct the submission of accurate and timely administrative and performance reports to ensure the Executive has real-time visibility into the SCM function.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575
APPLICATIONS : Email Applications for the position of Director: Supply Chain Management must be submitted to: Recruitment26-85@dpw.gov.za

POST 39/127 : **DIRECTOR: GREEN BUILDING REF NO: 2026/374**

SALARY : R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Built Environment/ Environmental Studies/ Law or relevant field. A minimum 5 years of experience at a middle/senior managerial level in the relevant field. Registration with a Build Environment Professional Council or registered as a Green Star Accredited Professional will serve as an added advantage. Certificate in funding and trade or related certification. Must be prepared to travel. Willing to adapt to working schedule in accordance with office requirements. Knowledge: Must be prepared to travel. Willing to adapt to working schedule in accordance with office requirements. Skills: Project Management; Planning and Organising; Support Fund Raising; Systems Thinking; Financial Management; Computer Literacy; Problem solving; Leadership; Analytical thinking; Numeric skills; Decision making; Advanced communication; Conflict management; Interpersonal skills; Time management; Motivational skills. Personal Attributes: Innovative; Resourceful; Solution orientated; Ability to work under stressful situations; Highly motivated; Trustworthy; Punctuality; Assertive; Hard-working; Ability to work independently.
DUTIES : Manage the development of Public Works Green Building strategies, policies and procedures. Manage research on latest green building design (energy, waste and water efficiency) trends. Ensure development of effective and efficient strategies, policies and procedures aligned to relevant government prescripts. Ensure that all Green Building policies contribute to the Department's strategic objectives i.e. Socio economic imperatives. Ensure identification of Green Technologies and Management Systems for Implementation in DPW property portfolio. Ensure compliance with applicable processes and procedures. Develop initiatives to quantify greenhouse gas emissions in Government buildings. Oversee the built environment's contribution towards achieving objectives of Government sustainable building

prescripts i.e. Climate Change Response White Paper, Energy Efficiency Strategy, Water Management Act, National Environmental Management Waste Act. Manage the implementation of Green Building rating and certification initiatives and contribute towards retrofitting and Green Building/Green Precincts projects. Establish, monitor and report on Green Building initiatives for new and established facilities aligned with the Green Building Star rating certification of the Green Building Council of South Africa. Coordinate the process of obtaining Energy Performance Certificate for DPWI facilities, contributing to energy efficiency goals, conducting energy data verification, Manage entire Green Building rating compliance and documentation process. Conduct performance benchmarks to identify levels of green building achievement for both capital improvement projects and facilities management efforts. Establish the requirements that facilities should meet to be certifiable and monitor on an on-going basis the performance of the portfolio. Effectively communicate the Green Building Requirements for state owned and leased buildings. Contribute towards local designation of Green Building materials and consumables – to balance with international technologies. Coordinate the execution and verification of performance goals. Manage the establishment and implementation of Water Efficiency initiatives. Oversee collaboration with internal and external stakeholders with a vision toward developing and implementing water efficient and sustainable initiatives. Oversee implementation of applicable strategies, policies and procedures. Oversee analysis on cost and resource savings in water. Oversee water audits and waste water management studies. Provide accurate water efficiency data. Ensure oversight and support to Regional teams and Service Providers undertaking water audits, metering, leak detection, and technology installations. Manage monitoring, verification, and reporting on achieved water savings. Manage initiatives aimed at identifying and managing alternative sources of water and water harvesting initiatives. Manage the establishment and implementation of energy efficiency and Renewable Energy initiatives. Oversee collaboration with internal and external stakeholders with a vision toward developing and implementing energy efficient and sustainable initiatives. Manage audits of the energy performance of existing buildings, use data to provide insight into the design energy efficiency improvements. Develop funding and delivery mechanism and roll-out PPP projects on renewable energy projects. Report on relevant key performance measures. measure and predict the effects of improved building covers on energy consumption. Create energy-efficiency models in conformance with program guidelines. Review construction documents and make recommendations for energy efficiency improvements. Manage the implementation of Energy efficiency initiatives. Manage various inter- governmental cooperation on energy efficiency and renewable energy. Ensure alignment of government building energy mix with Integrated Resource Plan (IRP) championed by Department of Energy. Manage the establishment and implementation of Waste Management initiatives. Oversee collaboration with internal and external stakeholders with a vision toward developing and implementing sustainable waste management initiatives. Oversee the implementation of the waste hierarchy strategy of reduce, re-use and recycle. Help minimise waste during construction and introduce best practises in waste management post occupancy. Oversee analysis on cost and resource savings in waste management. Manage awareness campaigns on waste management in built environment. Management of the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Management of performance and development of staff. Plan and allocate work. Quality control of work delivered by employees. Maintenance of discipline. Compile and submit all required administrative reports. Monitor the budget and expenditures within the directorate. Serve on transverse task teams as required.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575

APPLICATIONS : Email Applications for the position of Director: Green Building must be submitted to: Recruitment26-86@dpw.gov.za

POST 39/128	:	**DIRECTOR: FINANCE REF NO: 2026/375**
SALARY	:	R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
CENTRE	:	Durban Regional Office
REQUIREMENTS	:	A minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Financial Accounting/ Financial Management/Auditing or related field of study. A minimum 5 years of experience at a middle/senior managerial level in Accrual Based Accounting Principles. Knowledge: Public Finance Management Act, Public Service Regulations, National Treasury regulations, guidelines and directives (MTEF, ENE), preferential procurement policy, Government supply chain management framework, Government Budget systems and procedures, Government Financial Systems and Financial prescripts (GAAP and GRAP). Skills: Planning and organizing, Problem solving, Interpersonal and diplomacy, Ability to conduct research and gathering of information, Ability to work on specific timeframes, Report writing, Management skills, Numeric skills, Ability to communicate at all levels and Analytical thinking.
DUTIES	:	Manage the implementation and monitoring of financial guidelines, processes, standards and strategies- Undertake research on the latest developments in professional guidelines, legislations and standards. Identify financial trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing financial guidelines, standards, policies and procedures. Manage the implementation of financial guidelines, standards, policies, procedures and strategies and related treasury prescripts. Ensure the development and implementation of support tools. Provide advice and guidance in various fora in relation to the financial guidelines. Monitor the implementation and ensure compliance with applicable policies and Directives. Ensure the implementation of sound effective and efficient internal control system. Manage the budget and planning function for the region-: Undertake detailed researches on matters pertaining to budget management. Manage the collation of budget inputs for budget planning and control. Analyse inputs related to Medium Term Expenditure Framework. Monitor fund transfers from National Treasury. Manage allocation of budgets according to components and financial years. Undertake quarterly reviews on the management of budget allocated to components. Ensure that Regional expenditure is in accordance with its budget allocations. Ensure that operational plans are aligned to the budget and strategic objectives. Regularly report on budget and cash-flow. Manage financial accounting and reporting services for the region: Manage account receivable and accounts payable. Manage and coordinate the compilation of financial statements (interim and annual). Manage bookkeeping and financial accounting services. Ensure the accuracy of allocation journals, receipts and payments. Manage the verification of payment interfaces. Ensure the timely reconciliation and clearing of control accounts. Ensure that invoice payments within the region are processed within 30 days in line with Treasury Regulations. Oversee timely production of reports. Implement a dashboard for tracking and resolution of queries from suppliers. Manage property payments and revenues-: Ensure effective implementation of the property expenditure management system. Manage property revenues; Ensure effectiveness of the Property Asset Register. Manage the authorisation of creditors' payments and customer master file. Manage litigation and/or arbitration related to property payments and revenue. Maintain a sound financial governance and processes and ensure the implementation of measures for improving audit outcomes-: Prevent and detect the irregular expenditure, fruitless and wasteful expenditure and unauthorised expenditure. Ensure that the register is updated with all reported cases of irregular expenditure, Fruitless expenditure, unauthorized expenditure, lost, stolen and damaged assets. Monitor adherence to all internal policies and practices. Review management report and implement audit plan. Ensure regular progress report on the audit plan. Ensure effective document control and safeguard of source documents. Ensure that reconciliation, journals and payments are fully supported. Ensure timeous and accurate response to the Auditor General. Management of the Directorate-: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintenance of discipline; Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the directorate and

report on progress as required; Compile and submit all required administrative reports; Serve on transverse task teams as required; Quality control of work delivered by employees; Monitor the budget and expenditures on Financial accounting directorate.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575
APPLICATIONS : Email Applications for the position of Director: Finance must be submitted to: Recruitment26-87@dpw.gov.za

POST 39/129 : **DIRECTOR: RISK MANAGEMENT REF NO: 2026/376**

SALARY : R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Risk Management / Public Administration / Financial Management or related field. A minimum 5 years of experience at a middle/senior managerial level in the relevant field. Knowledge of Risk management framework; business planning processes; applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; marketing and liaison; advanced communication; language proficiency; advanced report writing; research methodologies; financial administration; financial analyses; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; time management; decision making skills; conflict management; negotiation skills; motivational skills; influencing skills. Ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level and ability to work independently.

DUTIES : Manage the development of risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan-: Undertake research on the latest development of policies, professional guideline and standards. Ensure that all policies, guidelines and standards developed are aligned to the Departments strategic objective. Provide information on risk management policies, methods and practices. Manage and develop the Department's business risk profile. Ensure that risk management philosophy and culture is embedded in the organisation. Monitor and ensure the implementation and continuous adherence to professional guideline and standards. Oversee the management and implementation of the risk management-: Undertake studies and analysis for identifying risks to establish the internal and external organisation context. Ensure development of risk management controls and contingency plans in the Department. Manage the risk management assessment process. Lead the implementation of risk strategies in conjunction. Ensure provision of risk management advisory services and participate in relevant internal and external structures. Manage the administration of risk analysis projects. Manage, monitor and review the identified risk response activities. Manage the development of risk profile (ensure that the risk register is maintained). Prepare reports on implementation and progress of risk strategies. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Provide effective management of business framework-: Manage the development of analysis work. Design business cases for business process management. Ensure prioritisation and evaluation of business analysis projects, Administer business analysis programmes. Provide inputs to change management projects. Compile reports on the management of business architecture for senior management. Ensure collection and assessment of information regarding implementation of risk strategies and provide information to Strategic Management-: Conduct risk analyses on risk information. Evaluate and prioritise risk analysis projects. Evaluate the effectiveness of integration of risk management within the organisation. Ensure that risks attached to business processes are addressed in conjunction with business analysis. Provide inputs

with risk information. Explore and suggest solutions to identified risks. Provide inputs to change management components. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575

APPLICATIONS : Email Applications for the position of Director: Risk Management must be submitted to: Recruitment26-88@dpw.gov.za

POST 39/130 : **DIRECTOR: ENVIRONMENT AND CULTURE SECTOR REF NO: 2026/377**

SALARY : R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Environmental Sciences or related field of study. A minimum 5 years of experience at a middle/senior managerial level in the relevant field. Knowledge: Strategic management processes; Business planning processes; Applicable legislation, norms and standards related to the management EPWP; Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations, Protection of Personal Information Act (POPIA) and the Minimum Information Security Standards (MISS) Act; Functioning of national, provincial and local government; SAQA / NQF framework; Environmental Impact Management; Client relations; Knowledge of labour intensive environmental technology; Financial management; Structure and functioning of the Department; Departmental standards and regulations; Leadership and Advanced report writing. Skills: Management & decision-making skills; Diplomacy; Project and Programme management; Change management; Capacity building; Analytical thinking; Strategic management; Effective communication; Conflict management; Interpersonal relations; Policy formulation; Decision making skills; Motivational skills; Integration management and Computer Skills. Ability to work effectively and efficiently under pressure. Ability to communicate at all levels, participate at an executive level. Ability to work independently.

DUTIES : Manage the development of strategic and operational plans and guidelines for the coordination of EPWP in the Environment and Culture Sector programmes-: Undertake research to develop frameworks 9moddels, guidelines, training strategies, etc). Consult with relevant stakeholders for inputs. Ensure that strategic and operational plans and guidelines are developed/ reviewed in line with applicable prescripts (APP, MTSF ect) and are aligned to the government's priorities and outcomes. Promote the development of cross-sector norms and standards in alignment to the EPWP requirements. Monitor the implementation and compliance with the EPWP guidelines. Manage the coordination for the implementation of EPWP Environment and Culture sector programmes-: Support the identification and planning of Environment and Culture sector programmes and projects. Ensure the implementation of the Environment and Culture sector models in line with EPWP. Manage the allocation of financial resources (conditional grant) for sector projects. Promote the introduction of labour-intensive technologies in the sector. Monitor and evaluate the environmental impact of the Expanded Public Works Programme. Manage the coordination of the environmental and culture sector activities between the Department and relevant stakeholders-: Coordinate and support processes for establishment of sector governance structures for efficiency and effectiveness to maintain sound relationships with stakeholders. Oversee engagements with stakeholders on DPWI structures. Consult with relevant stakeholders with regards to the development of sector strategic frameworks e.g strategic plans, guidelines, training plans for the EPWP implementation; Coordinate the collating of inputs from participating departments and stakeholders to ensure reporting on work opportunities. Provide support to the sector regional coordinators and provincial implementing bodies. Coordinate the impact evaluation of the programmes. Prepare and submit regular progress reports to relevant stakeholders. Coordinate EPWP M&E procedures and processes of DPWI and implementing public body projects. Manage the Directorate-:

Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports; Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575
APPLICATIONS : Email Applications for the position of Director: Environment and Culture Sector must be submitted to: Recruitment26-89@dpw.gov.za

OTHER POSTS

POST 39/131 : **ASSISTANT DIRECTOR: INDUSTRY RESEARCH REF NO: 2026/378**
Job Purpose: The Department is looking for a committed high-calibre individual to conduct research, data analytics, assist in the development of analytical tools, compile research reports, and apply property and Financial Mathematics principles in the determination of user charges – in order to assist the Industry Research directorate to provide insights and tools to various stakeholders, so as to enable efficient and effective decision-making.

SALARY : R605 745 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Built Environment, Finance, Economics, Mathematics, Statistics or equivalent qualification. Appropriate work experience in a financial, data analytics, economic/property research environment. Knowledge: Competence in Microsoft Office applications, high competence in MS Excel (advanced), competence in research and report compilation, Knowledge and understanding of various data analytics software, understanding of analytical tool (or model) development, Knowledgeable in Financial or investment management principles, strong understanding of Financial Mathematics principles, good project and people management skills. Personal Attributes: Excellent interpersonal, communication and analytical skills, ability and willingness to work under pressure, able to work independently, dedicated, diligent and focused, passionate about knowledge and research, good presentation skills, innovative thinking, must be able to take initiative, commitment to excellence in every aspect of work.
DUTIES : Research and analyse financial, economic, social and other trends and topics independently, perform data analysis and documentation of insights, prepare business reports, calculate property rent/user charges, work closely with stakeholders with different backgrounds to validate analyses and output, provide technical assistance to other units within the business, develop analytical tools (models and dashboards) and investment related policies.
ENQUIRIES : Mr M Konyana at (060) 923 1671
APPLICATIONS : Applications for the position of Assistant Director: Industry Research must be emailed to: Recruitment26-90@dpw.gov.za

POST 39/132 : **CONTROL WORKS MANAGER: ARCHITECTURAL SERVICES REF NO: 2026/379 (X2 POSTS)**
(12 Months Contract)

SALARY : R605 742 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Bachelor of Architectural Studies at NQF level 7 as recognised by SAQA. Appropriate three years' post-qualification architectural services experience in the built environment. A valid driver's Licence. Knowledge of the Occupational Health and Safety Act; knowledge of the PFMA and National Building Regulations. Knowledge of Government Procurement systems in the built environment; Programme & Project Management; Client orientation & Customer focus; technical knowledge of key functions related to best practice within integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Office (MS Word, MS Excel, MS PowerPoint, MS Project and MS Outlook), report-writing skills, planning and organising, project management skills, leadership skills, problem solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy,

dependable, innovative, hardworking and analytical thinking. Ability to work under pressure, Self-Motivated, and Creative.

DUTIES : Manage state accommodation solutions within the existing development set-up to ensure integration. Ensure verification and Interpretation of Client departments' needs, preferences, and space norms. Prepare balanced, proper, efficient and effective development plans and development frameworks compliant with legislative requirements, town planning schemes and governmental corporate image and customs. Preparation of drawings, reports and presentations. Prepare guidelines and objectives in documentation format for further detailed design of specific sites within precincts. Function as a team member and interact with appointed experts, local authorities, clients and management. Effectively manage the spatial programme and all interdependent and inter-reliant projects and stakeholders. Manage the programme resources and budget requirements. Effectively develop and manage the programme implementation framework as well as communication thereof. Participate in the administration and performance monitoring of Total Facilities Management (TFM) contracts, ensuring architectural service delivery, spatial standards and space norms are met by service providers. Conduct monthly site inspections to monitor project progress, verify work executed against payment claims, and report on quality and programme compliance. Promote sustainable practices aligned with Green Building standards and Occupational Health & Safety compliance. Conduct and contribute to Facility Condition Assessments (FCAs) of state-owned buildings and precincts from an architectural and spatial planning perspective, and compile supporting condition assessment reports. Translate FCA findings into refurbishment, upgrade and precinct redevelopment proposals, prioritising interventions according to condition ratings, risk and available budget. Prepare Project Execution Plans (PEPs), outlining project scope, budget, procurement strategy, programme and resourcing for approved facilities management projects.

ENQUIRIES : Patrick Nesengani Tel No: (012) 406 1378

APPLICATIONS : Applications for the position of Control Works Manager: Architectural Services must be emailed to: Recruitment26-91@dpw.gov.za

POST 39/133 : **CONTROL WORKS MANAGER: CIVIL/STRUCTURAL ENGINEERING SERVICES REF NO: 2026/380**
(12 Months Contract)

SALARY : R605 742 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of BSc/B.Eng./B.Tech in Civil/Structural Engineering at NQF level 7 as recognised by SAQA. Appropriate three years' post-qualification experience in civil or structural engineering in building services. A valid driver's Licence. Knowledge of the Occupational Health and Safety Act; knowledge of the PFMA and National Building Regulations. Knowledge of Government Procurement systems in the built environment; technical knowledge of key functions related to best practice within integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Office (MS Word, MS Excel, MS PowerPoint, MS Project, and MS Outlook), report-writing skills, planning and organising, project management skills, leadership skills, problem-solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking and analytical thinking. Ability to work under pressure, Self-Motivated, and Creative.

DUTIES : Assess and report on the condition of the infrastructure. Technical evaluation of professional service providers' and contractors' bids. Solely account for planning, co-coordinating and managing all technical facilities management activities/projects. Oversee and ensure the maintenance of building assets from a structural engineering point of view. Oversee civil and structural infrastructure and ensure that they are efficiently, financially and optimally maintained. Supervise the service providers to deliver the preventive maintenance and corrective maintenance program for the departmental infrastructure. Efficiently attend to all maintenance requests and infrastructure facility management in line with operational standards and ensure the ongoing performance and reliability of the assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil/structural

engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Participate in the administration and performance monitoring of Total Facilities Management (TFM) contracts relating to civil and structural infrastructure, including service level agreement (SLA) compliance and contractor performance evaluation. Conduct monthly site inspections to monitor project progress, verify work executed against payment claims, and report on quality and programme compliance. Conduct detailed Facility Condition Assessments (FCAs) of civil and structural infrastructure and compile condition assessment reports, including remedial cost estimates and prioritised intervention plans.

ENQUIRIES : Patrick Nesengani Tel No: (012) 406 137
APPLICATIONS : Applications for the position of Control Works Manager: Civil/Structural Engineering Services must be emailed to: Recruitment26-92@dpw.gov.za

POST 39/134 : **CONTROL WORKS MANAGER: ELECTRICAL ENGINEERING SERVICES REF NO: 2026/381 (X2 POSTS)**
(12 Months Contract)

SALARY : R605 742 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of BSc/B.Eng/B.Tech in Electrical Engineering at NQF level 7 as recognised by SAQA. Appropriate three years' post-qualification electrical engineering experience in building services. A valid driver's Licence. Knowledge of the Occupational Health and Safety Act; knowledge of the PFMA and National Building Regulations. Knowledge of Government Procurement systems in the built environment; technical knowledge of key functions related to best practice within integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Office (MS Word, MS Excel, MS PowerPoint, MS Project, and MS Outlook), report-writing skills, planning and organising, project management skills, leadership skills, problem-solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking and analytical thinking. Ability to work under pressure, Self-Motivated, and Creative.
DUTIES : Assess and report on the condition of the electrical engineering infrastructure. Technical evaluation of professional service providers' and contractors' bids. Solely account for planning, co-coordinating and managing all technical facilities management activities/projects. Oversee and ensure the maintenance of building assets within the Electrical, Mechanical and Plumbing disciplines. Also accountable for services including standby generators, UPS, transformers, lighting system, MV and LV system, etc. Oversee electrical infrastructure and ensure that they are efficiently, financially and optimally maintained. Supervise the service providers to deliver the preventive maintenance and corrective maintenance program for the departmental infrastructure. Efficiently attend to all maintenance requests and infrastructure facility management in line with operational standards and ensure the ongoing performance and reliability of the assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional electrical engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised electrical engineering practice manuals for the Department. Participate in the administration and performance monitoring of Total Facilities Management (TFM) contracts relating to electrical services, including service level agreement (SLA) compliance and contractor performance evaluation. Conduct monthly site inspections to monitor project progress, verify work executed against payment claims, and report on quality and programme compliance. Conduct detailed Facility Condition Assessments (FCAs) of electrical infrastructure and compile condition assessment reports, including remedial cost estimates and prioritised intervention plans.

ENQUIRIES : Patrick Nesengani Tel No: (012) 406 1378
APPLICATIONS : Applications for the position of Control Works Manager: Electrical Engineering Services must be emailed to: Recruitment26-93@dpw.gov.za

POST 39/135 : **CONTROL WORKS MANAGER: FM COMPLIANCE SERVICES REF NO: 2026/382**
(12 Months Contract)

SALARY : R605 742 per annum (Level 10), (Excluding benefits)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of bachelor qualification in engineering at NQF level 7 as recognised by SAQA. Appropriate three years' post-qualification experience in building services. A valid driver's Licence. Knowledge of the Occupational Health and Safety Act; knowledge of the PFMA and National Building Regulations. Knowledge of Government Procurement systems in the built environment; technical knowledge of key functions related to best practice within integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Office (MS Word, MS Excel, MS PowerPoint, and MS Outlook), report-writing skills, planning and organising, project management skills, leadership skills, problem-solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking and analytical thinking. Ability to work under pressure, Self-Motivated, and Creative.
DUTIES : Monitor and enforce compliance with the Occupational Health and Safety (OHS) Act, National Building Regulations, PFMA, GIAMA and relevant SANS standards across departmental facilities and infrastructure. Develop, implement and maintain compliance monitoring frameworks, checklists and registers for Total Facilities Management (TFM) and other facilities management contracts. Conduct compliance audits and site inspections of TFM service providers and contractors to verify adherence to service level agreements (SLAs), statutory requirements and departmental policies. Review Facility Condition Assessment (FCA) reports and other technical reports to verify the regulatory and statutory compliance of building infrastructure and escalate non-conformances for corrective action. Evaluate professional service providers' and contractors' bids and appointments for compliance with the Supply Chain Management Framework and Government procurement prescripts. Liaise with regulatory bodies, statutory councils and internal stakeholders (Legal, Supply Chain Management, Risk Management) on compliance-related matters affecting facilities management. Compile and submit compliance monitoring reports, non-compliance registers and corrective action plans to management on a monthly and quarterly basis. Support the development, implementation, review and regular updating of standardised FM compliance policies, procedures and practice manuals for the Department. Provide input into risk management processes relating to facilities compliance, including the identification, assessment and mitigation of compliance risks. Assist project and contract managers in resolving compliance-related disputes arising at different stages of TFM and facilities management projects.
ENQUIRIES : Patrick Nesengani Tel No: (012) 406 1378
APPLICATIONS : Applications for the position of Control Works Manager: Fm Compliance Services must be emailed to: Recruitment26-94@dpw.gov.za

POST 39/136 : **CONTROL WORKS MANAGER: MECHANICAL ENGINEERING SERVICES REF NO: 2026/383 (X2 POSTS)**
(12 Months Contract)

SALARY : R605 742 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of BSc/B.Eng/B.Tech in Mechanical Engineering at NQF level 7 as recognised by SAQA. Appropriate three years' post-qualification Mechanical Engineering experience in the built environment. A valid driver's Licence. Knowledge of the Occupational Health and Safety Act; knowledge of the PFMA and National Building Regulations. Knowledge of Government Procurement systems in the built environment; technical knowledge of key functions related to best practice within integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Office (MS Word, MS Excel, MS PowerPoint, MS Project and MS Outlook), report-writing skills, planning and organising, project management skills, leadership skills, problem solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy,

dependable, innovative, hardworking and analytical thinking. Ability to work under pressure, Self-Motivated, and Creative.

DUTIES : Assess and report on the condition of the mechanical engineering infrastructure. Technical evaluation of professional service providers' and contractors' bids. Solely account for planning, co-coordinating and managing all technical facilities management activities/projects. Oversee and ensure the maintenance of building assets within the Electrical, Mechanical and Plumbing disciplines. Also accountable for services including Lifts, Escalators, HVAC, Fire Detection Systems, etc. Oversee mechanical and water reticulation infrastructure and ensure that they are efficiently, financially and optimally maintained. Supervise the service providers to deliver the preventive maintenance and corrective maintenance program for the departmental infrastructure. Efficiently attend to all maintenance requests and infrastructure facility management in line with operational standards and ensure the ongoing performance and reliability of the assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist Project Managers in resolving technical disputes arising at different stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised mechanical engineering practice manuals for the Department. Participate in the administration and performance monitoring of Total Facilities Management (TFM) contracts relating to mechanical services, including service level agreement (SLA) compliance and contractor performance evaluation. Conduct monthly site inspections to monitor project progress, verify work executed against payment claims, and report on quality and programme compliance. Conduct detailed Facility Condition Assessments (FCAs) of mechanical infrastructure and compile condition assessment reports, including remedial cost estimates and prioritised intervention plans.

ENQUIRIES : Patrick Nesengani Tel No: (012) 406 1378

APPLICATIONS : Applications for the position of Control Works Manager: Mechanical Engineering Services must be emailed to: Recruitment26-95@dpw.gov.za

POST 39/137 : **CONTROL WORKS MANAGER: QUANTITY SURVEYING SERVICES REF NO: 2026/384 (X3 POSTS)**
(12 Months Contract)

SALARY : R605 742 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of B.Sc/B.Tech in Quantity Surveying at NQF level 7 as recognised by SAQA. Appropriate three years' post-qualification experience in building services quantity surveying. A valid driver's Licence. Knowledge of the Occupational Health and Safety Act; knowledge of the PFMA and National Building Regulations. Knowledge of Government Procurement systems in the built environment; technical knowledge of key functions related to best practice within integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Office (MS Word, MS Excel, MS PowerPoint, MS Project, and MS Outlook), report-writing skills, planning and organising, project management skills, leadership skills, problem-solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking and analytical thinking. Ability to work under pressure, Self-Motivated, and Creative.

DUTIES : Prepare tender documentation, including scope of work, bills of quantities and evaluation criteria, for the procurement of professional service providers and contractors in line with Supply Chain Management (SCM) prescripts. Participate in the technical and financial evaluation of tender submissions and bids, ensuring compliance with SCM regulations and value-for-money principles. Value completed work, process payment certificates, and administer TFM contract accounts and variations in line with applicable fee frameworks. Cost Facility Condition Assessments (FCAs) across departmental facilities, including elemental cost estimates for prioritised refurbishment and maintenance interventions. Benchmark TFM and FCA cost outputs against ASAQS methodology and industry norms to ensure value for money. Advise on materials, construction processes and technical solutions, applying quantity surveying principles to solve broadly defined technical challenges. Promote compliance with safety standards in line with statutory and regulatory

requirements. Evaluate and update technical manuals, standard drawings and procedures to incorporate new technology and current best practice. Compile and submit monthly and quarterly technical reports and provide input into the operational plan. Keep abreast of new technologies and industry developments through ongoing research and liaise with relevant professional boards and councils on quantity surveying matters. Attend and contribute to tender briefing sessions and site clarification meetings with prospective bidders. Conduct monthly site inspections to monitor project progress, verify work executed against payment claims, and report on quality and programme compliance. Compile and present project budget allocations and cost projections to Finance for inclusion in the departmental Medium-Term Expenditure Framework (MTEF) and annual financial year planning. Prepare Project Execution Plans (PEPs), outlining project scope, budget, procurement strategy, programme and resourcing for approved facilities management projects.

ENQUIRIES : Patrick Nesengani Tel No: (012) 406 1378
APPLICATIONS : Applications for the position of Control Works Manager: Quantity Surveying Services must be emailed to: Recruitment26-96@dpw.gov.za

POST 39/138 : **CHIEF WORKS MANAGERS: TECHNICAL ASSISTANT/SUPPORT REF NO: 2026/385 (X2 POSTS)**
(12 Months Contract)

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Electrical/ Mechanical Engineering/ Quantity Surveying/ Civil Engineering/ Structural Engineering or Architectural Studies at NQF level 6 as recognised by SAQA. Appropriate three years' post-qualification electrical engineering experience in building services. A valid driver's Licence. Knowledge of the Occupational Health and Safety Act; knowledge of PFMA and National Building Regulations. Knowledge of Government Procurement systems in the built environment; technical knowledge of key functions related to best practice within integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Office (MS Word, MS Excel, MS PowerPoint, and MS Outlook), report writing skills, planning and organising, project management skills, leadership skills, problem-solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking and analytical thinking. Ability to work under pressure, Self-Motivated, and Creative.
DUTIES : Assist with the planning, scheduling and conducting of Facility Condition Assessments (FCAs) across departmental facilities, including site inspections, photographic surveys and data collection on the condition of building elements and services. Capture and consolidate FCA site information into condition assessment schedules, reports and supporting documentation for review by the ASD and Directors. Assist the ASD and Directors: Facilities Management with day-to-day technical and administrative tasks in the Technical Unit and carry out instructions and assignments as directed. Provide administrative support to the Technical Unit, including diary coordination, minute-taking, filing, and tracking of correspondence, submissions and approvals. Assist in the compilation, formatting and proofreading of technical reports, presentations, schedules and other documents prepared by the Technical Unit. Support the ASD and Directors in monitoring the progress of TFM and facilities management projects, and help track outstanding actions, deadlines and deliverables. Assist with the preparation and collation of documentation for meetings, site visits and technical evaluations, and follow up on action items as instructed by seniors. Maintain and update records, registers and databases relating to facility condition assessments, maintenance requests and technical unit activities. Assist with logistical and administrative arrangements for site visits and inspections undertaken by the Technical Unit. Perform any other reasonable duties as assigned by the ASD or Directors: Facilities Management in support of the Technical Unit's operations.

ENQUIRIES : Patrick Nesengani Tel No: (012) 406 1378
APPLICATIONS : Applications for the position of Chief Works Managers: Technical Assistant/Support must be emailed to: Recruitment26-97@dpw.gov.za

POST 39/139	:	**SENIOR SECURITY OFFICER REF NO: 2026/386**
SALARY	:	R237 453 per annum
CENTRE	:	Mmabatho Regional Office
REQUIREMENTS	:	A minimum of Grade 12 qualification and No experience required. Grade B PSIRA. Knowledge of access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g. MISS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents, relevant emergency procedure. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving, motivational skills, computer literate, ability to operate equipment and machines. Analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working.
DUTIES	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies: Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorized entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises, Inspect and report all none functioning of security measures (e.g. XRay machines, Walk-through metal detectors, security lights and etc.). Check incidents/occurrence books/registers. Monitor and provide support in case of emergencies. Render administrative and related functions, Determine rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets, Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.
ENQUIRIES	:	Mr. V Monnapula Tel No: (018) 386 5233
APPLICATIONS	:	Applications for the position of Senior Security Officer must be emailed to: RecruitMBT26-21@dpw.gov.za

ANNEXURE O

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 and PDF. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying, i.e. "REF NO: ORTR"
CLOSING DATE	:	16 November 2026 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. 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. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right 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 39/140	:	**OFFICER: RED TAPE REDUCTION REF NO: ORTR**
SALARY	:	R413 001 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma (NQF 6) in Economics / Public Administration / Developmental Studies / Social Science / Business Management or equivalent / related as recognised by SAQA. Minimum of 1 year of administrative experience in a stakeholder consultation environment with specific focus on communication techniques. Knowledge and understanding of legislation, policies and regulatory frameworks applicable to MSMEs, Co-operatives and Informal Businesses, including initiatives aimed at reducing red tape and improving the ease of doing business. Understanding of public policy development, policy analysis and regulatory review processes. Knowledge of research methodologies, data collection, analysis and impact assessment. Understanding of public administration and intergovernmental coordination processes. Knowledge of stakeholder consultation, public participation and engagement processes. Understanding of project and programme implementation, monitoring and reporting. Knowledge and understanding of the small enterprise development environment and the factors affecting the growth and development of MSMEs, Co-operatives and Informal Businesses. Job related skills: Research, data collection, data analysis and interpretation. Ability to identify, analyse and document regulatory and administrative bottlenecks affecting MSMEs, Co-operatives and Informal Businesses. Report writing, information synthesis and presentation. Stakeholder consultation, facilitation and information-sharing techniques. Project coordination, planning and administration. Monitoring, evaluation and progress reporting. Preparation

of evidence-based recommendations and briefing documents. Ability to coordinate activities and compile information across national, provincial and local government spheres and other relevant stakeholders. Job competencies: Communication (Written and Verbal), Interpersonal skills. Attention to detail and Problem Solving. Project Management. Stakeholder Engagement. Service delivery and innovation. Networking. Programme Design and Delivery. Client orientation and customer focus. Planning, organising and prioritisation. Computer literacy (MS Office Packages), Policy Development, Project Management and a driver's licence will be considered an added advantage.

DUTIES : Conduct research on impacting factors in support of policy or programme development inclusive of but not limited to Desktop research, literature review and primary research (research design, survey design, data collection and analysis), and ongoing analysis of the key challenges, needs, and trends. Liaise with stakeholders across government to share best practices and collect status updates on red tape reduction initiatives. Provide support and contribute to the development of mechanisms, tools, programmes or improvement of concepts, theories and operational methods for Entrepreneurs and MSMEs inclusive of but not limited to developing SOPs, Templates and Database maintenance. Conduct performance monitoring inspections to determine compliance. Communicate with internal, external and colleagues; draft general correspondence such as response letters, emails, status report, presentations, memos, and submissions. Give advice on procedural and technical-related matters to ensure compliance. Provide general administrative and logistical support to the business unit, minute-taking during stakeholder meetings. Logistical support during events/workshops/meetings. etc. Procurement of goods and services (catering, venues, etc.).

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan.

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Application forms must be hand delivered or emailed to the following Email Address: tms.vacancies@saps.gov.za OR hand deliver to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, Pretoria

CLOSING DATE : 13 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POST

POST 39/141 : **ADMINISTRATION CLERK SUPERVISOR REF NO: TMS 5/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE	:	Division: Technology Management Services – Head Office Section: Data Centre Management and Hosting Services
REQUIREMENTS	:	Applicants must display competency in the core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Must have no criminal record or pending criminal/ departmental cases; Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). The following will serve as added advantage: At least four (4) years' relevant experience in an administrative environment; Experience within an ICT, Data Centre Management, Hosting Services or similar technical environment will also serve as an added advantage; An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Assist with the general administration and coordination of the following duties within the section: collecting, consolidating and maintaining information and documentation required for the development of the Service Level Agreement (SLA) for Data Centre Management; collecting and consolidating information for the development of standards and policies for Data Centre Management and Hosting Services ;Provide administrative coordination and support relating to backup, data centre and associated Hosting Services activities. Manage and utilize all resources allocated to the immediate post environment in accordance with the relevant prescripts.
ENQUIRIES	:	can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng Tel No: (012) 432 7709/ 8884/ 7964

ANNEXURE Q

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS : Applicants must use this link below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php
Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.

CLOSING DATE : 18 November 2026, 16:00

NOTE : Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the “Welcome Page”. From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates will be required to bring certified copies of ID, Driver’s licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment, Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department’s intention to promote equity (race, gender and disability) through the filling of these posts. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by the DPSA, which is an online course endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.If you have not been contacted within three months of the closing date of this

advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 39/142 : **DEPUTY DIRECTOR-GENERAL: ARTS, CULTURE, PROMOTION AND DEVELOPMENT REF NO: DSAC-03/10/2026**

SALARY : R1 885 710 per annum, an all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria

REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Post graduate qualification (NQF level 8) as recognised by SAQA in Social Sciences/ Art Studies/ Arts & Culture/ Heritage Management/ Humanities/ Social Sciences or any relevant arts and culture qualification; Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government; 8 years relevant experience at Senior Management level in policy development, strategic leadership, and stakeholder management in the arts, culture, creative industries or any relevant culture sector environment. Valid driver's licence; Knowledge of Public Service Regulations; Knowledge and understanding of the arts and culture sector; Knowledge of government policies, legislations, prescripts and National Programme of action; Knowledge of relevant legislation (PFMA, Public Service Act, National Heritage Resources Act, White Paper on Arts, Culture and Heritage, etc.); Knowledge and understanding of the transformation of the arts and culture sector; Knowledge and understanding of domestic and international arts and creative industry market trends; Knowledge of the South African cultural landscape; 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; Accountability and Ethical Conduct; Presentation skills; Good communication and Interpersonal relations; Computer literacy; Visionary Leadership; Cultural Sensitivity; Collaboration and Networking; Analytical and Critical Thinking; Ethical Leadership; Willingness to travel

DUTIES : Oversee, lead and promote the development of the arts, culture and creative industries-Oversee alignment of Arts, Culture and Heritage programmes with national government priorities; Oversee programmes that develop and promote sustainability of cultural and creative industries; Oversee and facilitate transformation of the arts and culture sector in line with equity and redress imperatives; Oversee and promote innovation, digitisation, and competitiveness within the creative sector; Lead and coordinate the implementation of the Cultural and Creative Industry (CCI) Masterplan, in line with national priorities and departmental objectives; Establish and strengthen partnerships with stakeholders in the arts, culture, and heritage sectors; Oversee governance, risk management, compliance and accountability within the branch; Provide support and strategic advice to relevant stakeholders; Promote integrated planning, monitoring and reporting within the branch; Oversee and ensure the development, review and implementation of policies, strategies, and frameworks for the promotion and development of arts, and culture; Oversee the development and promotion of creative nation programmes in the cultural and creative industry-Oversee and monitor programmes that support and promote visual arts, performing arts, literary arts, music, crafts, and other cultural expressions; Manage and facilitate initiatives aimed at developing artists and cultural practitioners; Promote equitable access to arts and cultural opportunities across communities; Support the development of transformation, inclusivity, and diversity within the arts sector; Conduct research in support of the development of arts, culture and creative industries; Oversee and promote reading within the books and publishing industry; Oversee the promotion and strategic support to community art centers, schools and other structures that create growth in industry; Oversee funding and capacity-building initiatives for artists, cultural practitioners, institutions, and organisations; Manage and oversee cultural excellence and nation building programmes-Provide strategic leadership for the development

and implementation of programmes that promote social cohesion, nation building, active citizenship, and a shared national identity; Champion policies and initiatives that advance cultural diversity, social inclusion, indigenous knowledge systems, and the preservation and promotion of the nation's cultural heritage; Oversee and provide strategic direction for national commemorative programmes, cultural celebrations, and flagship nation-building initiatives; Drive transformation, equity, and inclusivity within the arts, culture, and creative sectors to ensure broad-based participation and access; Foster strategic partnerships with government, civil society, traditional leadership structures, and international stakeholders to advance national development objectives through culture; Monitor and evaluate the impact of cultural programmes and interventions on social cohesion, nation building, and cultural development outcomes; Promote South Africa's cultural identity and values nationally, regionally, and internationally; Manage and facilitate the establishment of partnerships with stakeholders and Intergovernmental engagements-Develop and maintain strategic partnerships with government departments, public entities, academic institutions, research bodies, industry stakeholders, and international organisations; Coordinate intergovernmental and sector engagements to support collaboration and alignment on arts, culture, and innovation initiatives; Represent the Department in stakeholder forums, working groups, and collaborative platforms as required; Facilitate research, innovation, and knowledge-sharing initiatives to support evidence-based decision-making and sector development; Promote the adoption of innovative technologies, digital transformation, and best practices within the cultural and creative sectors; Coordinate collaboration with innovation agencies and strategic partners to advance cultural innovation and development; Establish and maintain knowledge management systems, processes, and repositories to preserve and share institutional knowledge; Monitor and evaluate innovation and partnership initiatives to assess impact and identify opportunities for continuous improvement; Manage projects that promote Arts and Culture sector-Manage programmes and projects undertaken within the Branch; Ensure planning, implementation evaluation, monitoring and alignment of all Programs/ Projects within the Branch; Ensure officials in the Branch are equipped with project management skills; Lead programmes and projects that promote cultural diversity through arts and culture initiatives; Promote intercultural dialogue, unity in diversity, and cultural diplomacy projects; Oversee partnerships with communities, civil society, private sector, and international stakeholders to advance cultural exchange and cooperation; Manage the resources of the Branch-Ensure appropriate management of assets, resources and facilities allocated to the Branch; Create stakeholder management platforms to ensure integration and alignment; Ensure delivery of all targets against the APP; Manage performance of employees in the Branch; Manage Budget of the Branch and ensure compliance to relevant policies and prescripts; Manage risks and monitor adherence to the Branch’s risk register; Manage audit related matters and ensure there are no repeat findings; Oversee sound governance, compliance, monitoring, and reporting systems; Promote a high-performance culture, ethical leadership, and professional development within the Branch.

ENQUIRIES : Ms Z Lamati Tel No: (012) 441 3831

ANNEXURE R

DEPARTMENT OF TRANSPORT

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

APPLICATIONS	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
CLOSING DATE	:	20 November 2026
NOTE	:	Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. Note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates

OTHER POST

POST 39/144	:	**PROCUREMENT ADMIN OFFICER REF NO: DOT/ HRM/2026/40** Branch: Administration (CFO)
SALARY	:	R338 106 per annum (Level 07), all-inclusive
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Supply Chain Management / Logistics Management / Public Procurement Management with 1 year experience in Supply Chain Management. Knowledge and Skills: Knowledge of SCM policies, prescripts and practices, knowledge of Public Service Regulation and Public Service Act, Computer Literate (SCM System, MS Word, Excel), Understanding and application of SCM and PFMA Prescripts. Knowledge of Treasury Regulations. Planning and Organising Skills, Good verbal and written communication skills. Financial management skills and Project Management skills.
DUTIES	:	Maintain contract and commitment register. Render Contract administration. Assist to manage the lease agreements in the Department in terms of RT3 and providing support to line function in this regard. Monitor supplier performance.
ENQUIRIES	:	Ms Lindiwe Mthimunye Tel No: (012) 309 3255

ANNEXURE S

DEPARTMENT OF WATER AND SANITATION

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

CLOSING DATE : 13 November 2026

NOTE : Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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.
ERRATUM: Kindly note that the posts of Assistant Director: Auxiliary Services Ref No: 301026/19 and Personal Assistant Ref No: 301026/38, advertised in Public Service Vacancy Circular 37 dated 16 October 2026, have been withdrawn.

MANAGEMENT ECHELON

POST 39/145 : **DIRECTOR: WATER SERVICES INFRASTRUCTURE DEVELOPMENT AND REFURBISHMENT PROGRAMMES REF NO: 131126/01**
Branch: Water and Sanitation Services Management: GP
CD: Provincial Operations: Gauteng

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary packages)

CENTRE : Gauteng

REQUIREMENTS : A Degree in Civil Engineering or Construction Project Management at NQF level 7 qualification. Ten (10) years programme and project management in civil engineering within the water sector-built environment. Five (5) years' experience at middle/senior management level. Experience should preferably be in the water sector. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Working knowledge of Public Finance Management Act. Possess a general understanding of contract administration, business principles, and

business law. A valid and unexpired driver's license. A broad understanding of each engineering discipline. Working knowledge of drafting of agreements Effective computer skills (Microsoft Office Software, lotus notes, and other company and discipline-specific software applications). Effective and excellent communication skills both verbally and in writing with management, colleagues, and individuals inside and outside the Department. Effective analytical and problem-solving skills. Knowledge and understanding of Human Resources Management Legislations, policies, practices, and procedures. Knowledge of Public Financial Management Act (PFMA). Framework for managing performance information. Knowledge of implementing policies of PMDS. Client orientation and customer focus. Service Delivery Innovation (SDI). Problem management and empowerment. Accountability and ethical conduct.

DUTIES : Provide strategic direction in the implementation of policies on water services infrastructure programmes, in conjunction with provincial COGTA and municipalities, to ensure that grant-funded projects are optimally prioritised on an ongoing basis. Ensure that policies on water services infrastructure grant programme are aligned to the departmental strategic plan. ensure that plans are available for water services infrastructure grant programmes. Facilitates and support implementation of water services infrastructure grant programmes for provincial operations. Ensure that Regional Bulk Infrastructure programme is implemented in the province. Various water sector consulted on water issues. Needs of business sectors catered for on water bulk infrastructure grant programmes. Implement water policies for regional bulk infrastructure supply of water. Promote partnership between government public entities, private sector, and civil society regarding water services infrastructure grant programmes. Ensure that water supply is available for all business sectors. Avail raw water supply for all municipalities. Ensure that all other water key stakeholders are communicated regarding water issues. budgeted for in medium term expenditure framework. Compile budget for building water services infrastructure grant programme. Monthly reporting. Early warning system management. Ensure that budgeted funds are used properly. Ensure that monitoring and evaluation for water services infrastructure grant programmes are properly conducted in provinces. Compile reports on monitoring and evaluation. Ensure projects are carried out as planned. Implement water policies for regional bulk supply of water. Compile monthly and quarterly reports.

ENQUIRIES : Mr WJ Maluleke Tel No: (012) 392 1303

OTHER POSTS

POST 39/146 : **SCIENTIST MANAGER GRADE A REF NO: 131126/02**
Branch: Water Resource Management
Dir: Climate Change Analysis

SALARY : R1 143 468 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Master of Science (MSc) degree (NQF Level 9) in Climate Science / Environmental Science / Hydrology / Water Resources Management / Atmospheric Science / Environmental Management / Engineering or relevant Scientific discipline. A PhD (NQF Level 10) in Climate Science/Environmental Science, Atmospheric Science, Hydrology, Water Resources Management, Atmospheric Science, Engineering or another relevant scientific discipline will be an added advantage Ten (10) years' appropriate experience in the relevant scientific field, climate science and/or the application of climate information to water resources management. Compulsory registration with SACNASP as a professional scientist. The disclosure of a valid unexpired driver's licence. Knowledge on and a clear understanding of integrated water resource management and/or water related sciences will be an added advantage. Knowledge of international and national climate change policies, water resources, and the water sector as a whole. Excellent interpersonal and communication skills (verbal and written). Good liaison and organizational skills. Skills in financial management, decision making, strategic capability and leadership, analytical, creativity, office administration, programme and project management, scientific methodologies and models, technical report writing. Knowledge and experience of using electronic communication platforms and

internet. Applicants must be able to travel nationally and internationally as required to represent the Department and the sector.

DUTIES : The successful candidate will be responsible for, but not limited to, the following: Provide scientific leadership and strategic direction in climate change analysis within the Department. Coordinate and guide the analysis of historical and projected climate trends and their implications for South Africa's water resources. Identify emerging climate risks and scientific developments relevant to the Department's mandate. Coordinate climate vulnerability assessments at national, provincial, catchment, and Water Management Area (WMA) levels. Assess the implications of climate change for water availability, water quality, droughts, floods, groundwater, water infrastructure, and water services. Provide scientific evidence to support climate-resilient water resources planning and infrastructure development. Lead the generation, analysis and interpretation of climate information and climate intelligence relevant to the water and sanitation sector. Ensure alignment of the Department's climate change response with relevant national and international policy and legislative requirements. Provide scientific and technical inputs into the development, review and implementation of climate change policies, strategies, frameworks and programmes within the water and sanitation sector. Coordinate the identification of climate-resilient interventions for different Water Management Areas. Promote innovative approaches to building climate-resilient water and sanitation systems. Develop and manage strategic scientific research programmes addressing climate change and water. Identify opportunities for collaborative research, innovation, knowledge generation and technology development. Provide scientific advice to the Department's senior management and relevant stakeholders on climate change and water-related matters. Establish and maintain networks of climate change and water experts.

ENQUIRIES : Ms P Magubane Tel No: (012) 336 8519

NOTE : This is an affirmative action position. Preference will be given to candidates from previously disadvantaged groups, in accordance with the Department’s Employment Equity Plan and applicable legislation.

POST 39/147 : **CHIEF ENGINEER GRADE A REF NO: 131126/03**
Branch: Regulations, Compliance and Enforcement
SD: Dam Safety Regulation

SALARY : R1 317 108 – R1 504 797 per annum, (all-inclusive salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : An Engineering degree (B Eng/BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience in the Water Engineering field. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver’s license. Extensive dam engineering experience related to design, flood hydrology, construction, management, and safety of dams. Knowledge of programme and project management, legal and operational compliance. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem Solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills. Change management.

DUTIES : Investigate, analyse, and recommend classification of dams. Evaluate and investigate engineering aspects of license applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments. Follow up on dam safety betterment work with owners of dams. Develop/maintain guidelines and policies on dams with safety risk. Liaise with regional officials, dam owners, professional engineers, and the public. Give presentations and advice on dam safety matters and legislation. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements, manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Supervise and train candidate engineers

and technicians as required. Generate reports and statistics to measure progress with the Dam Safety Programme.

ENQUIRIES : Mr Wally Ramokopa Tel No: (012) 336 7953

NOTE : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

POST 39/148 : **ENGINEER PRODUCTION GRADE A – C REF NO: 131126/04 (X3 POSTS)**
Branch: Water Resource Management
Dir: Strategic Water Resource Planning
Sub-Dir: Planning Areas: (North, East and Central)

SALARY : R914 817 - R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A Degree (B Eng/BSc (Eng). or NQF level 7 qualification in Civil Engineering or relevant qualification. Minimum three (3) years post qualification relevant experience in Water Engineering required. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's licence. Knowledge of the National Water Act (no 36 of 1998) as well as other relevant acts and legislations such as the Water Services Act and the National Environmental Management Act (no 107 of 1998) and dam safety legislations.

DUTIES : The post reports to the Chief Engineer and entails the following: Strategic planning of water resources entailing development, review and updating of appropriate strategies to reconcile water availability with growing water requirements in relevant planning area. Developing, maintaining, and updating water reconciliation strategies for water supply systems and catchments in the country. Conducting water availability assessment studies including hydrological modelling for various catchments in the country. Development and maintenance of reconciliation strategies for towns and settlements in relevant Planning Area. Providing inputs to strategic plans and Annual Performance Plans. Strategic inputs to development and update of water related policies, guidelines, and tools. Providing inputs into water use license applications. Liaising on water resource planning matters both nationally and internationally with respect to transboundary watercourses. Providing efficient and effective management of water resources studies/ projects Engaging stakeholders in Integrated Water Resources Management. Managing Aspects such as Human, Financial and Information in National Water Resource Planning. Providing technical and administrative support.

ENQUIRIES : Ms P Magubane Tel No: (012) 336 8519

NOTE : This is an affirmative action position. Preference will be given to candidates from previously disadvantaged groups, in accordance with the Department's Employment Equity Plan and applicable legislation.

POST 39/149 : **ENGINEER PRODUCTION GRADE A - C REF NO: 131126/05 (X4 POSTS)**
Branch: Water Resource Management
Dir: Water Resource Development Planning (North, East South and Central)

SALARY : R914 817 - R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A Civil Engineering degree (B Eng/BSC (Eng) qualification. Three (3) years post qualification experience in Civil Engineering required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Pertinent knowledge and experience within the field of water resource management is essential. Knowledge of the National Water Act (no 36 of 1998) as well as other relevant acts and legislations such as the Water Services Act and the national Environmental Management Act (no 107 of 1998) and dam safety legislations.

DUTIES : The Engineers will report to the Chief Engineer in one of the Northern, Central, Eastern or Southern Planning Regions and will form part of a project team that would be involved in the optimisation and planning of water resources utilisation and development in South Africa through the evaluation of various options. The incumbent will be responsible for the identification of available

water resources and development needs through multidisciplinary basic studies, Conceptualisation of possible solutions to meet water demands and evaluation of associated social, economic and environmental impacts. Involvement in the development of water management strategies, comparative analysis, optimisation and reporting of feasibility investigation of possible water resource development. Preparation of inputs for decision-making regarding the selection, appointment, and control of professional service providers.

ENQUIRIES : Ms P Magubane Tel No: (012) 336 8519

NOTE : This is an affirmative action position. Preference will be given to candidates from previously disadvantaged groups, in accordance with the Department's Employment Equity Plan and applicable legislation.

POST 39/150 : **ENGINEER PRODUCTION GRADE A - C REF NO: 131126/06**
Branch: Regulations, Compliance and Enforcement
Dir: Specialist Unit
SD: Dam Safety Regulations

SALARY : R914 817 - R1 376 199 per annum (all-inclusive OSD salary package) (Offer will be based on years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : An Engineering degree (B Eng/ BSc Eng) in Civil Engineering. Three (3) years post qualification Civil Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in dam engineering specifically in aspect of dam safety evaluation, design and construction supervision of dams is highly recommended. Knowledge of program and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management, and safety of dams with a safety risk. Willingness to travel throughout South Africa when required for operational purposes. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus, and responsiveness Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both (verbal and written). Planning, organising, and people management.

DUTIES : Investigate, analyse, and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Evaluate and investigate engineering aspects of licence applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with regional offices, dam owners, professional persons, APPs, and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk. Respond to emergency situations, such as dam failures, at dams and action Emergency Preparedness Plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Develop and/or maintain guidelines and policies and advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief- and/or Specialist Engineer with all reasonable requests pertaining to dams with a safety risk. Assist with the development of Candidate Engineers, Candidate Engineering Technicians and Candidate Engineering Technologists for registration as professionals.

ENQUIRIES : Mr W Ramokopa Tel No: (012) 336 7953

POST 39/151 : **ENGINEER PRODUCTION GRADE A - C REF NO: 131126/07**
Branch: Infrastructure Management: Head Office
CD: Engineering Services
Dir: Mechanical And Electrical Engineer
SD: Mechanical Engineering

SALARY : R914 817 - R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A B Eng or BSc Eng Engineering Degree in Mechanical Engineering. Three (3) years post qualification. Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs and Water Resources Infrastructure Operations. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high-performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial, conflict and people management. Customer focus and responsiveness. Willingness to travel country wide. Good communication skills (both verbal and written). Planning and organising. Problem solving and analysis. Change management and innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Research/literature studies on engineering technology to improve expertise.

ENQUIRIES : Mr E Manhimanzi Tel No: (012) 336 8621

POST 39/152 : **ENGINEER (PRODUCTION) GRADE A – C REF NO: 131126/08**
Branch: Water and Sanitation Services Management: MP
CD: Provincial Operations Mpumalanga
Dir: Water Services Infrastructure Development and Refurbishment Programmes

SALARY : R914 517 – R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

CENTRE : Mbombela

REQUIREMENTS : A Civil Engineering Degree (B Eng / BSC (Eng) or relevant qualification at NQF level 7. Three (3) years post-qualification engineering experience. Compulsory registration with the Engineering council of South Africa (ECSA) as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Knowledge and understanding of government procurement for the infrastructure projects. Knowledge and understanding of government legislations relevant to the sector. engineering design and analysis knowledge. Knowledge of research and development. Technical report writing. Team leadership, planning and organising and analytical skills. Understanding of financial, conflict and people management skills. Computer literacy.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Develop cost effective solution according to standards. Evaluate existing technical manuals, standard drawing, and procedures to incorporate new technology. Analyses and advises on the

planning, design, construction and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution, and discharge. Development of planning / operation models or decision support systems for water resource development / management. Develop tender specifications. Development of Business Plan. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists, and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant.

ENQUIRIES : Ms M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446

POST 39/153 : **SCIENTIST PRODUCTION GRADE A REF NO: 131126/09**
Branch: Water and Sanitation Services Management: GP
CD: Provincial Operations: Gauteng
Dir: Water Resource Management Support
Sub Dir: Water Resource Data Management

SALARY : R791 604 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

CENTRE : Gauteng

REQUIREMENTS : A Science (BSc) (Hons) Degree or relevant qualification. Three (3) years post qualification natural scientific experience in the field of Hydrology. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Computer literate. Good understanding on the processes and mechanisms for data acquisition, processing, auditing, archiving, and dissemination including information flow processes. Knowledge and understanding on Chapter 15 of the National Water Act (Act 36 of 1998). Scientific methodologies and models. Research and development. Technical report writing. Data analysis. Presentation skills. Mentoring. Decision making. Analytical skills. Creativity. Problem solving and analysis. Innovation. Good technical, scientific report writing and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as willingness to work irregular hours and travel extensively in remote areas.

DUTIES : Provide technical role regarding hydrological data acquisition and data processing. Application of scientific skills in data auditing and information improvement using appropriate data and information systems (Hydstra). Ensure the application of standards and procedures in data auditing and quality improvement of historical hydrological data. Ensure good quality data with minimal gaps is archived and available for use in Hydstra. Provide inputs and technical support within the Directorate: Water Resource Management Support regarding correcting errors and spikes found in data. Ability to analyse hydrological data, identify and fill gaps to improve data quality. Disseminate data and information to intending users in appropriate forms (usable computer files of raw data). Engage to provide understanding and clarity on the hydrological data disseminated to all users. Compilation of annual statical summaries in yearbook form. Ability to Interpret and compile reports summaries of hydrological data (stream flows and levels). Give inputs in the projects relevant to the optimisation of Provincial water resource monitoring network initiated by the department. Assist with the facilitation of training and career development of staff. Supervision of staff. Assist in the development and setting of standards, policies, and systems for data collection in the water sector. Conduct field visits to evaluate and assess gauging stations across Gauteng Province.

ENQUIRIES : Dr K Mabaso Tel No: (012) 392 1401

POST 39/154 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: PUCMA 46**
Branch: Pongola-Mzimkulu Catchment Management Agency
Div: Water Resource Planning and Management

SALARY : R636 978 per annum, (OSD)

CENTRE : Durban

REQUIREMENTS : A 4-year Degree or relevant qualification in Natural or Environmental Sciences Six (6) years post-qualification experience. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act and all water related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Knowledge and experience on River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multidisciplinary internal and external PUCMA staff and stakeholders. Computer literacy. Good written and verbal communication, presentation, and report writing skills. Able to provide technical and scientific support to other PUCMA functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

DUTIES : Implementation of the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM). The implementation of the Reserve in the WMA. Implementation and co-ordination of the Adopt-a-River Initiative (ARI). River Health Monitoring in the Pongola-Mtamvuna Water Management Area, Conduct low confidence reserves, including running hydrology and other relevant models where necessary. Organize field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the Department Water and Sanitation on Adopt-a-River initiatives, reserve determination and implementation, River Health Programme, and other programmes. Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI. Integrate reserve determinations with other PUCMA functions such as water use license applications and provide general technical and scientific support and comments. Develop ToR's and manage PSPs. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly reports and quarterly reports. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Manage and ensure effective financial planning for water resource management. Supervise staff in accordance with PUCMA policies and procedures.

ENQUIRIES : Dr B.L Mdluli Tel No: (031) 336 2894 / Cell No: (082) 887 8762

NOTE : The Pongola-Mzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 39/155 : **ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 131126/10**
Branch: Water and Sanitation Services Management: WC
CD: Provincial Operations: Western Cape

SALARY : R605 742 per annum (Level 10)

CENTRE : Bellville

REQUIREMENTS : A National Diploma in Social Science at NQF level 6 or relevant qualification. Five (5) years' experience in water services environment. The disclosure of a valid unexpired driver's license. Knowledge of strategic and operational plan management. Ability to implement policies. Knowledge of monitoring and evaluation principles.

DUTIES : Provide support in the implementation of water services policy and strategy by the water services sectors. Provide support in the implementation of Basic household water service policy. Facilitate workshops to create awareness on policies and guidelines. Implement water services strategy through WSDPs and ensure compliance with the Basic household water service policy and guidelines. Facilitation of best practice learning in the country as well as in the SADC region. Assist in the development of appropriate maintenance procedures through best practices. Provide support to water services sector in business planning, appraisal and monitoring. The provision of support to the water services authority through the development of capacity in operations and maintenance of water services infrastructure. The empowerment and building

capacity of newly elected councillors on water services business. The provision of skills development to unemployed youth in order to create job opportunities. Provide support with water services capacity building, skills training and job creation through EPWP. Promote water advocacy programmes. Assist with the promotion of health and hygiene awareness through the implementation of WASH programmes to minimise water-borne diseases. Manage mainstreaming of Health and Hygiene in water and sanitation programmes. The management of Human Resources within the section. To participate in the recruitment and selection of staff. To manage the development of individuals in the section. Ensure that HRD policies are applied to all staff members within the section.

ENQUIRIES : Mr M Rayi Tel No: (021) 941 6110

POST 39/156 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 131126/11 (X2 POSTS)**
Branch: Regulations, Compliance and Enforcement
Dir: Specialist Unit
SD: Dam Safety Regulations

SALARY : R573 552 per annum, (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of program- and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management, and safety of dams. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus, and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organising, and people management. Willingness to travel throughout South Africa when required for operational purposes.
DUTIES : Investigate, analyses and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Evaluate and investigate engineering aspects of license applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with regional offices, dam owners, professional persons, APPs and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk. Respond to emergency situations, such as dam failures, at dams and action Emergency Preparedness Plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Develop, maintain guidelines and policies. Advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief Engineer with all reasonable requests pertaining to dams with a safety risk. Manage Candidate and Production Engineering Technicians, Candidate and Production Engineering Technologists and Candidate Engineers reporting to him/her. Assist with the development of Candidate Engineering Technicians for registration as professionals. Assist and manage the Dam Safety Regulation database (Microsoft Access Database). Assist with compiling the Annual Report and Annual Performance Plan. Assist the Director with technical inputs, data, statistics, and other reasonable requests.
ENQUIRIES : Mr W Ramokopa Tel No: (012) 336 7953

POST 39/157 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 131126/12**
Branch: Water And Sanitation Services Management: FS
CD: Provincial Operations Free State
Dir: Water Resources Management Support
SD: Hydrological Services

SALARY : R573 552 per annum, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years post qualification technical experience in hydrological services. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Program and project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge and understanding of hydrological processes are essential. Demonstration of good understanding and competence in all aspects of hydrometry. Computer literacy. Problem solving and analysis. Innovative and creative thinking. Planning and organizing. Decision making. Teamwork and leadership. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Technical consulting. Data analysis. Customer focus and responsiveness. People management skills and financial management. Willing to travel and work away from home whenever required. Must be prepared to undergo extensive in-house training at various locations.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologists, and associate professionals in the field and technical office activities. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorise/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process and the demand management plan. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation, and maintenance of databases. Manage, supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on hydrological-related matters. Hydrological equipment review and procurement of new equipment. Research new technology relevant to hydrological services. Manage hydrometry tasks in a sub-region of the Free State operational area. Calibration of gauging weirs and calibration report writing. Surveying of gauging weirs and gauge plates. Data collection from various electronic data loggers. Data analysis, processing and archiving on HYDSTRA database. Data management and dissemination. Maintenance and calibration on near real-time dataloggers. Flow measurements using Acoustic Current Doppler Profilers, in particular during the high flow season. Develop and customize operational procedures. Mentor, train and develop candidate technicians and others to promote skills/knowledge transfer. Manage the performance management and development of staff.

ENQUIRIES : Mr CGF Lloyd Tel No: (051) 405 9000 / Cell No: (082) 827 5287

POST 39/158 : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATIONS REF NO: 131126/13**
Branch: Corporate Support Services
CD: Communication Services
Dir: Corporate Communications

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification in photography/ videography as recognised by SAQA. Five years' experience in practicing photography/ videography. Disciplinary knowledge in photography/videography, marketing and advertising guidelines and protocol. Disciplinary knowledge in public administration. Knowledge of design principles, techniques, and tools. Knowledge of the writing process reviewing and proofreading. Understanding of water sector

legislation, principles, and procedures. Knowledge and understanding of financial management and Public Finance Management Act (PFMA). Disciplinary knowledge in policy. Knowledge of techniques and procedures for the planning and excursion of operations. Understanding of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Proven experience in running a photographic studio.

DUTIES : Manage the design studio and all equipment. Develop infographics. Implement internal communication programmes and information dissemination through visual media. Shoot high-quality photographs and videos for marketing campaigns, internal newsletters, and social media. Implement multimedia production and visual content services. Implement branding, marketing, and promotional activities through design concepts. Provide live streaming services. Manage human resources.

ENQUIRIES : Mr BP Mlangeni Tel No: (012) 336 7957

POST 39/159 : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 131126/14**
Branch: Corporate Support Services
CD: Communication Services
Dir: Media Liaison

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification in Communication / Journalism / Public Relations field as recognised by SAQA. Five (5) years' relevant experience in government or editorial content production or digital media environment/newsroom. The disclosure of a valid unexpired driver's license. Disciplinary knowledge in communication and media studies. Knowledge of media principles, techniques, and tools. knowledge of the writing process, copy writing, and proofreading. Knowledge of managing human capital. Understanding of water sector legislation, policies, and procedures. An understanding of and commitment to government objectives, policies, and programmes. Understanding of financial management and knowledge of Public Finance Management Act (PFMA). Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Ability to work under pressure and meet deadlines.

DUTIES : Implement media plans in line with the media strategies, communication strategy, and policies of the department. Develop media products to profile work of the department. Plan and organise press conferences, briefings, tours, and media events for coverage of the department. Coordinate media house visits to create and maintain good relations with the media. Manage departmental social media platforms and campaigns. Supervise human resources.

ENQUIRIES : Ms W Mavasa Tel No: (012) 336 8264

POST 39/160 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 131126/15**
Branch: Infrastructure Management: Central Operation
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central
Div: General Administration

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant NQF Level 6 Qualification in Administration / Public Management / Public Administration. Five (5) years' experience in administrative environment with three (3) years serving as a supervisor. The disclosure of a valid unexpired driver's license. Computer literacy (MS Office Software package). Sound knowledge, interpretation and application of public service legislations/Acts, Regulations, directives, processes, and procedures relevant to the post. Good communication, interpersonal skills and ability to interact with people at all levels. Ability to work independently, without close supervision and ability to

lead a team. Good planning, organising, and execution skills. Be able to prioritize and produce quality work. Accountability, ability to multitask, work under pressure and meet tight deadlines. Excellent report writing skills. Problem-solving, creativity, and initiative skills. Analytical thinking with ability to pay attention to details and handle confidential information.

DUTIES : Management of key administrative areas within the Directorate including its Area Offices. Manage corporate travel arrangements. Manage, facilities and support services. Ensure safety and security compliance. Manage records and documents. Manage human resource and performance. Monitor and ensure compliance to national and departmental legislations/acts, regulations, directives regarding corporate travel, transport management, Facilities management, records management, telecommunications, safety, and security. Ensure proper management of service provider contracts, payment of services, accounts, debt recovery, queries, reconciliation of accounts and expenditure reporting. Ensure quarterly reporting on contract performance. Ensure efficient maintenance of information and accurate databases. Provide inputs to the monthly and annual spending plans aligned to business plan. Provide inputs on the development/review of budget and business plans with clear roles and responsibilities assigned with the resource's requirements identified. Develop, maintain, and implement standard operating procedures for efficient utilisation and compliance to corporate travel, transport management, facilities management, records management, telecommunications, safety, and security. Advise management and officials on administrative key activities` policies, directives, processes, and procedures. Compile submissions for implementation of administration activities and provision of management reports. Compile submissions, memoranda and submitting of monthly operational reports. Manage administration support personnel including co-ordination of key administrative and operational activities within the Directorate.

ENQUIRIES : Mr TG Dilima Tel No: (012) 741 7344

NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to an SANWRIA agency.

POST 39/161 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 131126/16**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Water And Sanitation Services Management: WC
CD: Provincial Operations: Western Cape

SALARY : R487 197 per annum (Level 09)

CENTRE : Bellville

REQUIREMENTS : A relevant NQF level 6 qualification in Social Sciences, Public Administration/Management or relevant qualifications. Five (5) years' experience in administration. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations, Occupational Health and Safety Act (OHSA), Government Immovable Asset Management Act (GIAMA). Knowledge of Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS) Knowledge of administrative and clerical procedures and systems. Knowledge of Departmental policies and procedures. Knowledge of Governmental financial systems. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Understanding of Contract Management. Committed to high level quality control. Knowledge of implementing policies of PMDS. organisational skills. Problem solving and analysis skills. People and Diversity Management skills. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical conduct.

DUTIES : Render administration on logistical matters of the component. Assist with the development and implementation of strategic plan. Analyse current policies. Analyse Departmental strategic objectives. Implement administration policies and various disciplines. Recommend policy amendments. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Provide expert advice on contract management. Ensure that strategic objectives are implemented accordingly. Conduct security assessments and reporting, coordination security for Provincial and Ministerial events. Investigation of security breaches. Monitor policy implementation. Manage records and registry services, travel and fleet services, facilities management, and contracts. Monitor the cleaning services of the departmental Provincial Offices Western Cape. Manage and monitor parking lots and parking

allocations. Inspect buildings for regulatory compliance. Manage departmental assets and equipment under the unit. Manage and monitor courier services. Modify existing programmes where applicable. Manage human resources in the unit. Manage financial resources and compliance prescripts in the unit. Manage and monitor reception and messenger services. Implementation of policies. Analyse, manage performance and human resource development trends in the unit. Provide input on policy amendments. Monitor the expenditure of the component. Do early warning systems. Give input of the budget for the component. Do monthly reports. Respond to audit queries

ENQUIRIES : Ms NM Bila-Mupariwa Tel No: (021) 941 6004

POST 39/162 : **ASSISTANT DIRECTOR: INTERNAL AUDITOR REF NO: LOCMA 24**
Branch: Limpopo-Olifants Catchment Management Agency
Div: Internal Audit

SALARY : R487 197 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : An NQF level 7 (Bachelor's Degree or Advanced Diploma) in Internal Auditing or a relevant tertiary qualification. Three (3) to five (5) years' experience in General Internal Auditing, Compliance Auditing, Performance Auditing, Forensic Investigations, Quality Assurance Auditing or General Control Review and Applications Control, or completion of the Internal Audit Technician (IAT) learnership (three (3) years) from the Institute of Internal Auditors (IIA) plus two (2) years' internal audit experience. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of the International Standards for the Professional Practice of Internal Auditing (IIA Standards) and of governance, risk management, and control processes. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and guidelines. Knowledge of the Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems, institutional policies and procedures, and governmental financial systems. Knowledge of the principles and practice of financial accounting. Knowledge of the framework for managing performance information. Business strategy translation and alignment, problem solving and analysis, people and diversity management, and client orientation and customer focus skills. Good verbal and written communication skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for supervising and executing internal audit, compliance audit, performance audit, forensic investigation, quality assurance audit, general control review, and applications control engagements, as well as consultancy engagements, to support the implementation of the approved Internal Audit Operational Plan. Supervise and participate in the development of the three-year strategic and annual risk-based internal audit plans, including identifying key risk areas emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the coordination with other internal and external assurance providers to ensure proper coverage and minimise duplication of effort. Develop proposals to determine the scope of allocated internal audits, develop engagement work programmes, and supervise and execute allocated audits in accordance with the IIA Standards and the legislative framework. Collect, analyse, and interpret data, develop findings and recommendations for the enhancement of controls and processes, and compile and review audit reports for each engagement. Monitor progress on the implementation of agreed-upon action plans. Review, collect information and compile progress, quarterly and annual reports to the Accounting Officer and the Audit Committee. Keep up to date with new developments in the internal audit environment by studying professional journals and publications, monitoring relevant industry, legislative, standards, and policy framework changes, and engaging in continuous professional development. Supervise employees, allocate duties, and perform quality control on work delivered by supervisees, and ensure that supervisees are trained and developed to deliver work of the required standard efficiently and effectively. Manage the performance, conduct and discipline of supervisees (PMDS). Provide inputs for the enhancement of audit methodologies and technologies.

ENQUIRIES : Mr MM Selepe at 083 273 2494

NOTE : The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 39/163 : **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO: 131126/17**
Branch: Water and Sanitation Services Management: GP
CD: Provincial Operations Gauteng

SALARY : R471 720 – R717 846 per annum, (OSD)
CENTRE : Gauteng
REQUIREMENTS : A Bachelor of Technology in Civil Engineering (BTech) qualification. Three (3) years post qualification engineering technologist experience is required. Compulsory registration with Engineering council of South Africa (ECSA) as a professional engineering technologist. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Technical design and analysis knowledge. Understanding research development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and consulting. Problem solving and analysis. Decision making, creativity and teamwork. Understanding of people financial management. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer Skills. Planning and organizing. Management.
DUTIES : Conduct structural integrity assessments of Water Treatment Works (WTWs) and Wastewater Treatment Works (WWTWs) to evaluate infrastructure conditions, identify defects and risks, and recommend appropriate remedial measures as part of regulatory process. Evaluate and assess WCWDM strategies and monitor implementations. Participate in the Blue Drop, No drop and Green Drop certification programmes by providing engineering and technical support to the relevant teams, including the Very Rough Order of Measurement (VROOM) initiative. Serve as Water Services Regulation representative at the committees mandated to provide engineering expertise and technical inputs to the evaluation of water services projects including Water Demand and Water conservation management (WCWDM) projects. Conduct research and recommend as part of regulatory process, innovative and emerging technologies aimed at improving the planning, design, operation, maintenance, rehabilitation, and sustainability of water and wastewater infrastructure. Develop and manage knowledge of current and emerging technologies and optimise technical interventions through the application of sound engineering principles and best practices. Provide input into the budgeting process. Compile and submit reports as required. Provide Engineering inputs in the enhancement of databases such as (IRIS). Manage, supervise, and control technical related personnel and assets.
ENQUIRIES : Ms ND Mabe Tel No: (012) 392 1399

POST 39/164 : **SENIOR INTERNAL AUDIT REF NO: 131126/18**
Branch: Director-General
Dir: Internal Audit

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : An NQF level 6 in Accounting / Auditing. An NQF Level 7 and above in Accounting / Auditing will serve as an added advantage. Two (2) years' working experience in an auditing environment. Experience in water sector and/or local government. The disclosure of a valid unexpired driver's license. Ability to drive both manual and automatic vehicles. Knowledge and understanding on internal audit standards, audit process, and risk management principles. Knowledge and understanding of king code on corporate governance. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Public Service Act. Knowledge of government financial systems such as BAS, LOGIS and PERSAL. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

DUTIES : Performing the planning, execution, and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

ENQUIRIES : Ms. Tshepora Makwela Tel No: (012) 336 7943

POST 39/165 : **SENIOR STATE ACCOUNTANT REF NO: 131126/19**
Branch: Finance WTE
CD: Financial Management Services
Dir: Financial Accounting
SD: Accounts Payable

SALARY : R413 001 per annum (Level 08)

CENTRE : Pretoria Head Office

REQUIREMENTS : A National Diploma in Financial Management or related field. Three (3) to four (4) years' experience in Accruals and Accounts Payable. At least two (2) years' experience as a State Accountant or similar. Knowledge and understanding on financial legislation, policies, practise, and procedures. Knowledge and understanding of financial prescripts such as PFMA, Treasury Regulations and other post relevant Government regulations and policies including GRAP. Knowledge, experience as well as interpretation of accruals accounting including the application of government and other financial systems, i.e. SAP, BAS. Knowledge of administrative and clerical procedures and systems. Department policies and procedures. Knowledge of learning and teaching procedures and techniques. Computer literacy (MS Excel, MS Word and MS PowerPoint and outlook). Framework for managing performance information. Knowledge and understanding of the Value-added Tax Act No.89 of 1991, as amended. Proactive and creative problem-solving skills and ability to work under pressure.

DUTIES : Perform the vendor reconciliations for the key accounts and the top 150 vendors. Follow up long outstanding invoices on the vendor statement. Perform the VAT reconciliation and the submission of monthly VAT returns to SARS. Reconciliations and clearing of advances and other suspense general ledger accounts applicable to Accounts Payable. Monitoring and reporting of the 30 days payments of the suppliers. Maintain the Trade and Sundry vendor invoice register. Authorise the trade vendor purchase order and sundry payment transactions. Authorize the trade vendor purchase order and sundry payment transactions. Authorise sundry vendors created on the sundry vendor master account group relating to expenditure management. Monthly reporting of the trade payables and provide inputs for the Interim Financial Statement and Annual Financial Statement. Ensure that all audit requests are dealt with and respond to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filling system. Supervising and managing the performance of employees in accordance with the Department policies

ENQUIRIES : Ms V Ramudingana Tel No: (012) 336 7429

POST 39/166 : **SENIOR EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 131126/20**
Branch: Water and Sanitation Service Management: NC
CD: Provincial Operations: Northern Cape

SALARY : R413 001 per annum (Level 08)

CENTRE : Kimberley

REQUIREMENTS : A relevant NQF level 6 qualification as recognised by SAQA in Socal Work/Industrial Psychology/ Psychology. Three (3) year experience in Employee Health and Wellness environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of policy implementation, monitoring, and evaluation principles. Good communication skills both (verbal and written). Problem solving and analysis. Creativity and cultural awareness. Knowledge of programme coordination and facilitation. Good initiative skills. Computer skills. Understanding of employee wellness programme design. Knowledge of principles and practices for designing and implementing workplace wellness initiatives. Understanding of health and wellness policies, including regulatory compliance e.g. OHSA, EHWP guidelines). Knowledge of Public Health and Occupational Health principles. Understanding of key health issues e.g. mental health, chronic illness,

substance abuse) in the workplace. Planning and organising skills. Understands and responds to employee needs, providing accessible and effective wellness services.

DUTIES : Implement employee wellness programmes, policies, and strategies. Support the implementation of chronic diseases programmes. Coordinating health and wellness awareness activities. Coordinate sports and recreational programme. Execute administrative duties related to the wellness programme.

ENQUIRIES : Mr MJ Moletsane Tel No: (053) 830 8800

POST 39/167 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 131126/21**
Branch: Water and Sanitation Services Management: WC
CD: Provincial Operations: Western Cape

SALARY : R407 337 – R610 131 per annum, (OSD)
CENTRE : Bellville
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years' post qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Technical design and analysis knowledge, Research development, Computer-aided engineering applications, Knowledge of legal compliance, technical report writing and technical consulting. Problem solving and analysis, Decision making, creativity and teamwork, Customer focus and responsiveness, Engineering and professional judgement. Maintenance skills and knowledge. Good communication skills both (verbal and written). Computer Skills. People, change management, Planning and organising skills.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; project implementation support services to full project life cycle and Risk mitigation; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Produce and evaluate technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the operational plan and Annual Performance Plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant bodies/councils on engineering-related matters. Effective coordination and management of Infrastructure development projects. The provision of project implementation support services to the Water Services Authorities (WSAs) and the provision of technical engineering support services.

ENQUIRIES : Mr S Mashicila Tel No: (021) 941 6223

POST 39/168 : **ARTISAN FOREMAN GRADE A (ELECTRICAL) REF NO: 131126/22**
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R397 329 per annum, (OSD)
CENTRE : Jericho Dam (Usutu River)
REQUIREMENTS : An appropriate Electrical Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge, and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus, and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.

DUTIES : Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations, and pipelines) and machinery. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical

faults and repair according to standards. Service equipment according to schedule. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure.

ENQUIRIES : Mr. J Silowa Tel No: (017) 846 6106
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 39/169 : **ARTISAN FOREMAN GRADE A REF NO: 131126/23**
Branch: Infrastructure Management: Southern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Southern
SD: Civil Maintenance

SALARY : R397 329 per annum, (OSD)
CENTRE : Breede/Gouritz (Western Cape - Worcester)
REQUIREMENTS : An appropriate Civil Trade Test Certificate in one of the following civil-related trades: carpentry, bricklaying, plumbing, or general construction. Five (5) years' post-trade-test experience as a qualified Artisan. The A valid unexpired driver's licence (minimum Code B; a Code C1 or higher is required for the travel requirements of the post). Knowledge of legal compliance. Knowledge of technical analysis. Knowledge of the PFMA and the OHSA. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. Knowledge of technical report writing. Decision making and problem-solving ability. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Planning, organising, and execution. Willingness to travel throughout South Africa when required for operational purposes.
DUTIES : Supervise and construct civil technical services and structures according to specifications and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Supervise the maintenance of civil technical services. Repair civil structures and facilities according to standards and specifications. Service civil structures and facilities according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the civil maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Plan resources available and schedule maintenance work. Repairs of faults. Identify training needs for your team, Leave management and personnel performance management. Supervise and mentor staff. Ensure compliance with the Occupational Health and Safety Act, 1993 and Building Regulations. Responsible for construction works and general maintenance on the canals, weirs, dams, and all departmental infrastructures. The incumbent must be willing to work away from the office and home and will be required to perform duties at all schemes throughout the Western Cape.
ENQUIRIES : Mr. Bertram Ross Tel No: (021) 941 6077
NOTE : Preference will be given to candidates from the geographical area.

POST 39/170 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: 131126/24**
Branch: Water and Sanitation Services Management: WC
CD: Provincial Operations: Western Cape

SALARY : R357 597 – R610 131 per annum, (OSD)
CENTRE : Bellville
REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. One (1) year experience in the relevant field of Water Resources Management including internship or experiential learning will serve as an added advantage. The disclosure of valid unexpired driver's license. Research and development. Knowledge and experience in project and programme management. Understanding social and economic development issues. Technical report writing. Professional judgement. Data analysis. Policy development and analysis. Presentation skills, creativity, mentoring, team leadership and

analytical skills. Decision making. Understanding of conflict, people and financial management. Good communication skills both (verbal and written). Problem solving and analysis. Computer literacy. Planning and organizing.

DUTIES : Implementation and enforcement of the National Water Act, 1998 (Act No. 36 of 1998), Water Services Act, 1997 (Act No. 108 of 1997), relevant policies, compulsory national water and sanitation norms and standards, protocols, standard operating procedures, strategies, and Regulation 3630 in relation to wastewater management and treatment. Perform inspections of wastewater collection and treatment systems, including public and private wastewater treatment facilities. Compilation of detailed wastewater treatment works inspection reports, feedback letters, and non-compliance letters. Implementation of the Water Services Regulation Operational Plan in relation to wastewater services. Monitor and verify wastewater monitoring data submitted by Water Services Institutions on the Departmental Integrated Regulatory Information System (IRIS). Provide guidance and support to Water Services Institutions, including reviewing Wastewater Risk Abatement Plans (W2RAPs) and monitoring the implementation thereof. Respond to wastewater-related complaints, pollution incidents, and reported failures of wastewater treatment systems. Conduct investigative and audit wastewater sampling for laboratory analysis, interpretation of analytical reports and compilation of wastewater quality status reports. Participate in the implementation of the National Green Drop Programme within Water Services Institutions. Monitor compliance and progress of corrective action plans for the National Green Drop Programme. Monitor the operational and process performance of wastewater treatment works, including effluent quality, flow monitoring, process control, sludge management, and maintenance. Represent the Department in various standing intergovernmental committees and stakeholder forums.

ENQUIRIES : Ms. S Maart Tel No: (021) 941 6010

POST 39/171 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: 131126/25**
Branch: Water and Sanitation Services Management: MP
CD: Provincial Operations Mpumalanga

SALARY : R338 106 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A National Diploma in Public Management/ Public Administration/ Administration/ Office Management/ Fleet Management. A minimum of One (1) – two (2) years' experience in Fleet and Travel Management. Knowledge of administration procedures. Knowledge and understanding of administrative, corporate travel, and facilities support services. Basic financial management and knowledge of PFMA. Knowledge Management. Communication, problem solving and analysing skills. People and Diversity Management. Client orientation and Customer Focus. Accountability and ethical conduct.

DUTIES : Provide coordination support in pool vehicle usage. Provide administrative assistance with travel logistics. Assist in administration of the subsidised vehicle scheme. Liaise with various service providers regarding fleet and travel related matters. Provide effective office administration and facilities coordination. Provide procurement support services. Monitor the usage of vehicles. Serve as a secretary for the Provincial Transport Advisory Committee.

ENQUIRIES : Mr S.E Senyolo Tel No: (013) 759 7383 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Ms E Pinga Tel No: (013) 759 7575

NOTE : Employment Equity Target: Preference will be given to White females and males, Indian females and males, and African females and males, in accordance with the Department's approved Employment Equity Plan and applicable legislation.

POST 39/172 : **ADMINISTRATION OFFICER: FACILITIES MANAGEMENT REF NO: 131126/26**
Branch: Infrastructure Management: Central Operation
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria

REQUIREMENTS : A relevant NQF level 6 qualification in Public Management / Administration / Facility Management field. One (1) relevant experience in facilities management. The disclosure of a valid unexpired driver's license. Computer Literacy (Microsoft package). Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment, Occupational Health and Safety, Government operations regarding facilities management. Good communication skills both verbal and written. Report writing skills. Problem solving and analysis. Problem solving and decision making.

DUTIES : Implement building maintenance services plan within the Department of Water and Sanitation. Provide support in monitoring deliverables of the appointed service provider in terms of the Service Level Agreements (SLA). Supervise human resources/staff. Provides office accommodation. Facilitate office accommodation/ equipment. Facilitate maintenance services. Facilitate cleaning services. Monitor Occupational Health and Safety (OHS) standards and regulations. Ensure proper management of mobile services. Monitor proper management of leased equipment. Monitor proper administration of afterhours bookings. Monitor proper administration of travel and accommodation requests. Manage building parking's.

ENQUIRIES : Mr. SM Muelelwa Tel No: (012) 741 7349

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 39/173 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 131126/27**
Branch: Water and Sanitation Service Management: NC
CD: Provincial Operations: Northern Cape

SALARY : R338 106 per annum (Level 07)

CENTRE : Kimberley

REQUIREMENTS : A National Diploma (NQF level 6) in Human Resource Management or relevant qualification as recognized by SAQA. One (1) years' functional experience in HRD and Performance Management environment. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of the Skills Development Act and related prescripts. Knowledge of Public Service Regulations and relevant HR prescripts. Knowledge of Record management and administrative skills. Computer literacy (MS Word, Excel, Outlook). Knowledge and experience of PERSAL systems. Knowledge of registry duties and practices. Planning and organising skills. People and Diversity Management skills. Be client Orientation and Customer Focus. Good verbal and written communication skills. Accountability and Ethical Conduct. Flexibility and teamwork. Basic knowledge of problem solving and analysis. Attention to details and willingness to travel.

DUTIES : Interpret and implement PMDS policies, procedures, guidelines, and directives. Coordinate and facilitate the implementation of PMDS within the region. Administer mid-year and annual performance assessments for non-SMS employees. Conduct quality assurance on Performance Agreements, Mid-Term Reviews and Annual Assessments. Capture and maintain PMDS records on the PERSAL system. Maintain accurate records and ensure the safekeeping of confidential employee information. Distribute PMDS templates, guidelines and circulars to managers and employees within prescribed timeframes. Compile and provide PMDS statistics and reports as required. Provide advice and support on PMDS-related enquiries. Facilitating departmental training needs assessments and identify skills development gaps. Coordinate and implement the Workplace Skills Plan (WSP) in accordance with delegated authority. Conduct Workplace Skills Plan workshops and provide guidance to managers and employees. Assist in the development, coordination and implementation of training and development programmes. Facilitate the allocation and administration of bursaries within the region. Coordinate and implement induction programmes for newly appointed employees. Compile monthly training and development reports. Assist with the implementation and administration of the Internship Programme. Support the implementation and monitoring of the Mentor-Mentee Programme within the region. Provide administrative and developmental support to employee capacity-building initiatives. Maintain effective filing systems for correspondence, training records, certificates, and related documentation. Retrieve records and information for reporting, auditing, and compliance purposes. Assist with the maintenance of service records on PERSAL upon

request from the supervisor. Ensure compliance with records management and confidentiality requirements. Compile and submit monthly and quarterly PMDS and Human Resource Development activities. Provide administrative support on human resource development and performance management matters. Assist with the implementation and monitoring of approved resolutions and action plans. Supervise, guide, and monitor the performance of staff within the sub-directorate. Ensure the effective utilisation and management of allocated resources. Promote compliance with departmental policies, procedures, and service delivery standards.

ENQUIRIES : Mr MJ Moletsane Tel No: (053) 830 8800

POST 39/174 : **SUPPLY CHAIN PRACTITIONER REF NO: 131126/28**
Branch: Finance Main Account
CD: Supply Chain Management
Dir: Acquisition Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria Head Office
REQUIREMENTS : A three (3) year National Diploma in Supply Chain Management/ Purchasing Management/ Public Administration / Public Management/ Procurement/ Financial Management and Logistics Management at NQF 6 as recognized by SAQA. One (1) year experience in Supply Chain Acquisition Management. The disclosure of a valid unexpired driver's license. Knowledge of tender and procurement administration procedure. Knowledge of financial legislation. Knowledge of PFMA, PPPFA and BBEE policy. Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding social and economic development issues. Basic financial management. Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication (verbal and written). Accountability and ethical conduct.

DUTIES : Facilitate the procurement of goods and services through formal tender process. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process-: Arrange and attend bid Evaluation committee meeting. Prepare register for bidders. Check the compliance with SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Render administrative support to SCM (Acquisition Management).

ENQUIRIES : Ms N Mokoni Tel No: (012) 336 6829

POST 39/175 : **PERSONAL ASSISTANT REF NO: 131126/29**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Water and Sanitation Services Management: WC
CD: Provincial Operations: Western Cape

SALARY : R338 106 per annum (Level 07)
CENTRE : Bellville
REQUIREMENTS : Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support to Senior Management. Knowledge of administrative procedures. Knowledge of secretarial duties. Excellent Computer literacy skills. Advanced proficiency in Microsoft Office suit. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Basic Financial Management and knowledge of PFMA. Knowledge Management. People and Diversity management. Problem solving People and Diversity Management. Client Orientation and Customer Focus. Remain up to date regarding the prescripts, policies and procedures applicable to his / her

work terrain to ensure efficient support to the manager. Excellent communication skills (verbal and written). Accountability and Ethical Conduct.

DUTIES : Provide a secretarial/ receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manage. Implement policies and procedures. Engage the Supply Chain Management regarding purchased materials. Ensure that financial procedures are observed in the section. Liaise with travelling agencies to make travelling arrangements for the office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Taking of basic minutes of the meetings of manager where required. Administer matters like leave registers and telephone accounts and proper filling of document. Prepare all relevant documents to enable the manager to prepare for meeting. Provide feedback on identified administrative gaps provide records on goods and services procured and handle all the procurement items for the office.

ENQUIRIES : Ms NM Bila-Mupariwa Tel No: (021) 941 6004

POST 39/176 : **PERSONAL ASSISTANT (OFFICE OF THE CHIEF EXECUTIVE) REF NO: PUCMA 47**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Div: Office of The Chief Executive

SALARY : R338 106 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to senior management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage, and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability and ethical conduct. A valid driver's license.

DUTIES : Provide personal assistance, including a secretarial support service, to the Office of the Chief Executive. Rendering administrative support services. Providing support to the Chief Executive Officer regarding meetings. Supporting the Chief Executive Officer with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports, and management reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyses, and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Priorities issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationery, refreshments etc. Scrutinize documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Keep record of expenditure commitments, monitor expenditure and alert managers of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or

policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager to ensure efficient and effective support.

ENQUIRIES : Zakhele Buthelezi, Cell No: (079) 694 6787

NOTE : The Pongola-Mzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 39/177 : **CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 131126/30**
Branch: Water Resources Management
SD: Resource Quality Information

SALARY : R338 106 per annum (Level 07)

CENTRE : Pretoria Roodeplaat Dam

REQUIREMENTS : A Senior/ Grade 12 certificate with Mathematics/Mathematics Literacy/Physical Science. Six (6) to ten (10) years' experience in water-related data collection, processing, and/or laboratory environment. Knowledge of data administration and water quality processes and systems. Knowledge of laboratory and monitoring equipment. Computer literacy. Valid driver's licence. Problem solving skills.

DUTIES : To provide accurate and efficient data extraction and coordination services from the Water Management System (WMS) in support of internal and external stakeholders. Extract and compile data from the Water Management System (WMS) by applying sound business knowledge and system expertise. Interpret data requests and ensure accurate retrieval aligned with monitoring requirements. Coordinate and conduct data searches related to monitoring points, variables, datasets, and associated information in consultation with relevant colleagues. Liaise with internal and external clients to troubleshoot, clarify unclear, incomplete, or ambiguous data requests. Ensure the accuracy, completeness, and integrity of all data supplied. Maintain proper records of data requests and outputs to ensure traceability and accountability.

ENQUIRIES : Ms E Vermaak Tel No: (012) 808 9625

POST 39/178 : **WATER PLANT SUPERINTENDENT (TEAM LEADER) REF NO: 131126/31**
Branch: Infrastructure Management: Southern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R280 278 per annum (Level 06)

CENTRE : Berg River Dam

REQUIREMENTS : A Senior/Grade 12 at NQF level 4 qualification. Five (5) years' experience in operations and infrastructure operations. The disclosure of a valid, unexpired driver's licence (minimum Code B; a Code C1 or higher). Knowledge in controlling and managing the water distribution for all government waterworks within the Area Offices jurisdiction. Understanding of policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources management. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling. Understanding of government legislations. Good communication skills both (verbal and written).

DUTIES : Coordinate shift operations of pump stations, dam and dam walls, pipelines and weirs, reservoirs, and residential and office infrastructure. Coordination of maintenance at pump stations, dam and dam walls pipelines and weirs, reservoirs, and residential and office infrastructure. Implementation of OHS and legal compliance. Management of human resources.

ENQUIRIES : Mr A Mgidi Tel No: (021) 876 9900

NOTE : Preference will be given to candidates from the Geographical Area.

POST 39/179 : **ARTISAN PRODUCTION GRADE A – C (ELECTRICAL) REF NO: 131126/32 (X3 POSTS)**
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R253 341 – R424 371 per annum, (OSD)
CENTRE : Jericho Dam (Usutu River)
REQUIREMENTS : An appropriate Electrical Trade Test Certificate. Experience in electrical maintenance will serve as an added advantage. The disclosure of a valid unexpired driver's license. Ability to work in a team. Knowledge of project management. Understanding technical design and analysis. Knowledge of computer-aided technical applications. Knowledge of legal compliance. Knowledge of technical reports report writing. Decision making, teamwork, creativity, analytical skills, self-management, customer service and responsiveness, planning and organizing. Good communication skills both (verbal and written. Knowledge of computer skills. Problem-solving skills.
DUTIES : Maintenance of electrical installations in various dams, reservoirs, departmental houses, pump stations, machinery, repeater stations, dam walls, and pipelines. Electrical maintenance and inspections of cathodic protection/ transformer rectifying units. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff.
ENQUIRIES : Mr. J Silowa Tel No: (017) 846 6106
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 39/180 : **ADMINISTRATION CLERK PRODUCTION (SUPPLY CHAIN MANAGEMENT) REF NO: 131126/33**
Branch: Water and Sanitation Services Management: GP
CD: Provincial Operations: Gauteng
Dir: Water Resources Management
SD: Hydrological Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Boskop Hydrological Services Office
REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. Relevant experience in Supply chain Management will serve as an added advantage. Knowledge in general clerical support services. Knowledge of office administration and data capturing. Computer literacy. Sound knowledge of word processing and spreadsheet applications. Good verbal and written communication skills. Practical experience in client orientation and customer focus, letter, and report writing. Accountability and ethical conduct. Planning and organising. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.
DUTIES : Facilitation of fleet co-ordination and rendering services to regional and area offices (pool). Ensure that all available fleet vehicles are recorded, optimally utilised, and thoroughly maintained. Ensure that the correct procedures are followed on the issuing of vehicles. Conduct pre- and post-inspection of vehicles on a daily basis for every trip. Arrange regular vehicle servicing and vehicle maintenance with the respective service providers. Manage accounts between the Directorate: Water Resource Management Support and the service provider. Reconcile the fleet account with agreed tariffs with the service provider. Reconcile the BAS and SAP reports against the statement of account. Process the application for requisition of short-term rental. Liaise with the service provider in case of accident for provision of relief vehicle. Control and manage the transport unit. Procurement of vehicles for the provincial office. Provide a monthly status report on all fleet account. Ensure effective provisioning of transport reservation. Ensure effective and efficient control of fleet. Render administrative on maintenance, fuel remuneration and financial payments to service provider. Coordinate travel arrangement. Liaise with travel

agency with the arranged bookings. Monitor travel needs of the directorate for compliance and alignment of budget. Verify payments and reconciliation of account with travel agency. Provide cost containment in terms with car hire, accommodation, and flight. Align the travel policy and monitor the adherence pertaining to the application on specified types of car hire. Compile report to management on cost savings, deviations, and exceptions.

ENQUIRIES : Mr K Moganedi Tel No: (018) 289 9009

POST 39/181 : **ADMINISTRATION CLERK PRODUCTION (TRANSPORT) REF NO: 131126/34**
Branch: Water And Sanitation Services Management: GP
CD: Provincial Operations: Gauteng
Dir: Water Resources Management
SD: Hydrological Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Boskop Hydrological Services Office
REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. Relevant experience in Transport services will serve as an added advantage. Knowledge in general clerical support services. Knowledge of office administration and data capturing. Computer literacy. Sound knowledge of word processing and spreadsheet applications. Good verbal and written communication skills. Practical experience in client orientation and customer focus, letter, and report writing. Accountability and ethical conduct. Planning and organising. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.

DUTIES : Facilitation of fleet co-ordination and rendering services to regional and area offices (pool). Ensure that all available fleet vehicles are recorded, optimally utilised, and thoroughly maintained. Ensure that the correct procedures are followed on the issuing of vehicles. Conduct pre- and post-inspection of vehicles on a daily basis for every trip. Arrange regular vehicle servicing and vehicle maintenance with the respective service providers. Manage accounts between the Directorate: Water Resource Management Support and the service provider. Reconcile the fleet account with agreed tariffs with the service provider. Reconcile the BAS and SAP reports against the statement of account. Process the application for requisition of short-term rental. Liaise with the service provider in case of accident for provision of relief vehicle. Control and manage the transport unit. Procurement of vehicles for the provincial office. Provide a monthly status report on all fleet account. Ensure effective provisioning of transport reservation. Ensure effective and efficient control of fleet. Render administrative on maintenance, fuel remuneration and financial payments to service provider. Coordinate travel arrangement. Liaise with travel agency with the arranged bookings. Monitor travel needs of the directorate for compliance and alignment of budget. Verify payments and reconciliation of account with travel agency. Provide cost containment in terms with car hire, accommodation, and flight. Align the travel policy and monitor the adherence pertaining to the application on specified types of car hire. Compile report to management on cost savings, deviations, and exceptions.

ENQUIRIES : Dr. Mabaso Tel No: (012) 392 1401

POST 39/182 : **SECURITY OFFICER SUPERVISOR (X4 POSTS)**
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Boshkop Pump Ref No: 131126/35
Tutuka Pump Ref No: 131126/36
Rietfontein Pump Ref No: 131126/37 (X2 Posts)
REQUIREMENTS : An NQF Level 4 (Senior/Grade) 12 certificate or relevant qualification. Three (3) years working experience in security environment. Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license. SAPS Firearm competency certificate handgun. Self-loading rifle and Shotgun will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment in and out of the premises. Knowledge of prescribed security procedures (e.g., OHS Act, Access Control

Act, 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.

DUTIES : Supervise the security functions performed by contracted security (PSSP) and in house security on level 4, 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.

ENQUIRIES : JC Smit, Cell No: (079) 400 4563
Ms Thabethe, Cell No: (079) 402 9984

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 39/183 : **SECURITY OFFICER NATIONAL KEY POINT (X19)**
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R201 093 per annum (Level 04)

CENTRE : Boschkop Pump Ref No: 131126/38 (X4 Posts)
Naauwpoort Pump Ref No: 131126/39 (X3 Posts)
Zaaihoek Pump Ref No: 131126/40 (X4 Posts)
Grootfontein Pump Ref No: 131126/41
Grootdraai Pump Ref No: 131126/42 (X3 Posts)
Rietfointein Pump Ref No: 131126/43 (X4 Posts)

REQUIREMENTS : An NQF Level 4 (Senior/Grade) 12 Certificate or relevant qualification. Two (2) years working experience in security environment will serve as an added advantage. Grade C PSIRA certificate. The disclosure of a valid unexpired driver's license. SAPS Firearm competency certificate handgun/Training. Self-loading rifle and Shotgun will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment in and out of the premises. Knowledge of prescribed security procedures (e.g., OHS Act, Access Control Act, MISS, MPSS, Protection of Information Act, and the authority of security officers under these documents. Good listening and interpersonal skills. Good communication skills both (verbal and written).

DUTIES : Control the movement of people, vehicle, and goods into and out of NKP, and permit or deny entry as required. Security incident response including arrest unauthorised individuals were necessary. Surveillance and monitoring premises of security perimeter of the National Key Point. Ensure that equipment, documents and stores do not leave or enter the building premises unauthorized. Administer compliance records all incidents in the occurrence books/registers.

ENQUIRIES : Mr. JC Smit, Cell No: (079) 400 4563
Mr. Thabethe, Cell No: (079) 402 9984

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 39/184 : **GENERAL FOREMAN REF NO: 131126/44**
Branch: Infrastructure Management: Southern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R201 093 annum (Level 04)

CENTRE : Voelvlei Scheme Gouda (Western Cape)

REQUIREMENTS : Grade 8 or relevant qualification. Higher qualification will serve as an added advantage. One (1) to Two (2) years working experience. Added years of experience in performing manual work will be an added advantage. The disclosure of a valid unexpired code 10 driver's licence. The following knowledge and competencies are required: Basic Knowledge in controlling and managing bulk water supply maintenance on equipment. Knowledge of working on various general work and handling of equipment and appliances. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Knowledge of gardening and power tools. Basic Knowledge in Policy Implementation. Basic Knowledge in routine Inspection of equipment. Knowledge of Occupational Health and Safety Procedures. Basic Disciplinary Knowledge in Public Administration. Basic Knowledge in supporting water

utilisation and water resource strategy. Basic understanding of Government legislation. Good supervision, communication skills and ability to work in a team environment. Must be able to work near rivers, dams, canals and in confined spaces. Must be able and willing to assist other schemes and maintenance teams and when needed around Western Cape. Valid Driver's Licence required.

DUTIES : Undertake routine maintenance on canals, sluices, measuring structures. Keep structures and their surroundings clean. Keep Gauge plates clean. Keep embankment in good condition. Clean and maintain grounds, repair tools and structures such as buildings, fences using hand and power tools. Drive truck at stationed scheme as well as to other sites within the Western Cape region. Cut trees and grass on at toe level on the embankment. Remove debris inlets-outlets structure. Holes in embankment must be reported. Stagnant water on the embankment and canals must be reported. Cleaning of Grids on the canal. Look for cracks in measuring structures and report defects. Inspect and repair fences. Report damaged equipment to other services providers for repair. Keep records of repaired equipment. Supervises subordinates and ensures that daily duties are completed effectively. Assist with housekeeping at DWS offices and infrastructure (i.e. grass cutting/cutting down trees/fire breaks).

ENQUIRIES : Ms L Magalie Tel No: (023) 232 0426

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

POST 39/185 : **WATER CONTROL AID REF NO: 131126/45**
Branch: Infrastructure Management: Southern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R201 093 per annum (Level 04)

CENTRE : Voelvlei Scheme Gouda (Western Cape)

REQUIREMENTS : A relevant NQF level 2 or relevant qualification. One (1) year work experience in water related functions will serve as an added advantage. The disclosure a valid unexpired Code B driver's licence. Good verbal, writing, reading, and communication skills. Basic Knowledge in controlling and managing the Water distribution for all government water works. Ability to read measuring gauges and record water level. Ability to read water meters, record measurements, and complete logbook sheets accurately. Basic understanding in Occupational Health and Safety. Basic knowledge of flood control. Basic understanding of record keeping.

DUTIES : Opening and closing of sluices according to scheme regulations, collection of hydrological data. Handling the Water distribution sheet according to scheme regulation. Preform minor maintenance of structures, fencing, and sluices. Assist with opening blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily routine inspection on section. Holes in embankment must be reported to Water Control Officer. Look for cracks in measuring structures and report detects. Stagnant water on embankment must be reported. Clean the area around the post boxes. Keep canal grids, sand traps, and outlet structures clean. Keep gauge plates clean. Keep structure clean and their surroundings. Keep embankment in good condition. Clean intake towers, weirs, and meter houses. Safe keeping equipment and property. Must be able to assist other schemes and maintenance team around Western Cape. Assist with housekeeping at DWS offices and infrastructure (i.e. grass cutting/cutting down trees/fire breaks).

ENQUIRIES : Ms. L Magalie, Cell No: (071) 861 7686

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

POST 39/186 : **GENERAL STORES ASSISTANT REF NO: 131126/46**
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central
Sub Div: Maintenance

SALARY : R170 226 per annum (Level 03)

CENTRE : Usutu Vaal Area Office (Standerton)

REQUIREMENTS : A relevant NQF Level 1. One year experience in a store's / warehouse environment. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of health and safety procedures. Knowledge of stores maintenance, receiving and issuing practices. Basic understanding of

Government legislation. Good communication skills both (written and verbal). Ability to work under supervision. Independently, in a team and under pressure.

DUTIES : Receive and distribute stock and materials. Manage stock issuing and control. Maintain accurate documentation and reporting. Ensure safe and organised storage. Coordinate stock logistics and support operations.

ENQUIRIES : Ms BE Radebe Tel No: (017) 712 9400

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 39/187 : **TRADESMAN AID (ELECTRICAL) REF NO: 131126/47 (X4 POSTS)**
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R170 226 per annum (Level 03)

CENTRE : Jericho Dam (Usutu River)

REQUIREMENTS : Applicants must be in possession of an NQF level 3 qualification (Grade 10 or relevant qualification). Six (6) months trade-related experience in electrical maintenance. Knowledge of machinery repairs, service, and maintenance. Knowledge of hand tools and power tools. Basic knowledge in maintenance of infrastructure and managing the water distribution for government water scheme. Basic knowledge in policy implementation. Good technical problem-solving abilities. Basic knowledge of Government policies. Basic knowledge in Occupational Health and Safety Act (OHS Act). Basic knowledge in understanding of Government procurement systems. Good interpersonal relations.

DUTIES : Provide assistance in maintenance of facilities, vehicles and equipment The successful candidate will be required to assist electrical artisans in execution of maintenance duties, repairs, clean service and safe keeping of equipment and tools according to standards of the machinery and electrical installations in various dams, reservoirs, pump stations and pipelines. Assist and support the Artisan and other technical personnel in performing mechanical/electrical services which include the following: maintenance and repairs on equipment and perform inspections on tools and equipment after returning from tasks. Carry tools and equipment and keep them in a good condition. Ability to carry out manual duties and receive instructions from supervisor. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety Act.

ENQUIRIES : Mr. J Silowa Tel No: (017) 846 6106

NOTE : Preference will be given to candidates from the geographical area, and candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 39/188 : **GROUNDSMAN REF NO: 131126/48**
Branch: Corporate Support Services
CD: Auxiliary Services
Dir: Facilities Management

SALARY : R144 024 per annum (Level 02)

CENTRE : Roodeplaat Training Centre (Pretoria)

REQUIREMENTS : An ABET certificate or relevant qualification. Certificate of working at heights will serve as an added advantage. Zero (0) to One (1) year relevant working experience. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of daily/weekly maintenance of garden equipment procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilization and water resource. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Knowledge of paving, painting, and tiling. Must be physically fit to stand/walk long hours. Basic understanding of government legislations.

DUTIES : Able to work with chemicals for gardening purposes and gardening equipment, (running blades and gardening utensils). Maintain flower beds by fertilising, irrigating, weeding, and pruning. Landscape maintenance, cutting of lawn areas with lawnmower / ride-on-tractor, trim with hand cutter or brush cutter. Cleaning and maintain grounds and repair tools and structure such as buildings, benches. Provide proper upkeep of sideways, driveways and parking lots and other related ground features. Repair minor equipment's and other

related asset. Assist with maintenance duties from time to time. Adhere to all OHS Act.

ENQUIRIES : Mr L Skosana Tel No: (012) 943 3303

POST 39/189 : **GROUNDSMAN REF NO: 131126/49 (X2 POSTS)**
Branch: Infrastructure Management: Southern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R144 024 per annum (Level 02)
CENTRE : Voelvlei Scheme (Western Cape)
REQUIREMENTS : An ABET certificate or relevant qualification. Zero (0) to one (1) year working experience. The disclosure of a valid unexpired code B drivers' licence. 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. Good communication and interpersonal relations.
DUTIES : Clean and maintain grounds and repair tools and structures such as buildings, fences, and using hand tools. Cut vegetation and apply herbicide. Cut trees & grass at toe level on embankments. clear weeds and sand at bridges, channels, and suppers. Clear sand traps and long weirs. Remove debris inlets-outlets structure. Inspect and repair fences. Clear canal culverts. Fill & compact potholes on access road. Fill and compact holes on embankments. Remove debris deposits inside canal. Clean equipment. Report on broken machines and equipment.
ENQUIRIES : Ms LCB Magalie Tel No: (023) 232 0426
NOTE : Preference will be given to candidates from the geographical area.

POST 39/190 : **GENERAL WORKER REF NO: 131126/50**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Infrastructure Management: Southern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R144 024 per annum (Level 02)
CENTRE : De Mist Kraal Dam
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 pruning, trimming process and techniques. Basic knowledge of chemical use (dilution / mix) chemical product. 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, Tel No: (063) 500 6215
NOTE : Preference will be given to candidates from the geographical area.

ANNEXURE T

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

APPLICATIONS : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za

FOR ATTENTION : Ms K Maubane

CLOSING DATE : 13 November 2026 (16:30 walk ins and 00:00 on email)

NOTE : Applications must include only Two (2) documents (a fully 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). ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a Driver' s licence where necessary, to Human Resources on or before the day of the interview. 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 when requested. Please ensure that your application reaches the Department before the closing date as no late applications will be considered. Due to the large number of applications expected, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. 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 be 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: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret" as well as enter into a performance agreement. In addition, the successful candidates may be required to disclose their financial interests depending on their job.

OTHER POST

POST 39/191 : **DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: DDCSS/PRES/2026**
Directorate: Corporate Support Services

SALARY : R932 292 per annum (level 11), all-inclusive remuneration package

CENTRE : Cape Town

REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's Degree/ or National Diploma OR an equivalent qualification on NQF level 6. A minimum of 3-4 years' applicable middle managerial experience. Knowledge of facilities management, accommodation and household services, auxiliary services, transport, procurement and asset control. Good managerial, leadership, decision-making, planning, organising and problem-solving skills. Financial

management, resource management and operational planning skills. Excellent written and oral communication. Planning and organising. Service delivery. Client service. Ability to function independently without supervision. Loyalty/honest. Computer literate. Research. Presentable. Reporting. Accommodation & household management. Personnel management. Ability to coordinate multidisciplinary services and manage matrix reporting arrangements.

DUTIES : Corporate Support Services: Manage and coordinate corporate support operations, planning, service standards and reporting in Cape Town. Accommodation and Facilities: Oversee accommodation, maintenance, housekeeping, catering and hospitality services, liaising with DPWI and service providers. Auxiliary and Transport Services: Oversee reception, messenger, frontline, switchboard, transport and driver services. Supply Chain and Asset Management: Coordinate procurement and ensure effective asset control and compliance in Cape Town Office. ICT and HRM Support: Coordinate regional ICT and HRM support with the relevant Union Buildings directorates/units. Coordinate logistical, catering, ICT, transport and facilities support for high-level meetings and events in Cape Town. Governance and Risk Management: Ensure compliance with legislation, policies, OHS, Internal Security requirements and audit actions, while managing operational risks. Stakeholder Management: Liaise with internal directorates, DPWI and service providers, monitoring service delivery and performance. People and Resource Management: Supervise designated Assistant Directors and manage staff performance and available resources. Matrix Coordination and Reporting: Coordinate services with Union Buildings directorates, resolve operational challenges and escalate matters requiring management intervention.

ENQUIRIES : Mr Charles Ford Tel No: (021) 464-2216

NOTE : NB: Email applications must on the subject line state only the Reference number: DDCSS/PRES/2026 (with no spaces)

ANNEXURE U

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION

APPLICATIONS : Applications must be submitted via the provincial e-recruitment system accessible at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@ecdoe.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00 16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address.

CLOSING DATE : 13 November 2026. Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed 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/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the 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 (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. 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. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.

Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews. Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

MANAGEMENT ECHELON

POST 39/192 : **DEPUTY DIRECTOR-GENERAL: DISTRICT COORDINATION & INSTITUTIONAL OPERATIONS MANAGEMENT REF NO: DOE01/10/2026**

SALARY : R1 885 710 – R2 124 237 per annum. (Level 15), (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Zwelitsha

REQUIREMENTS : An appropriately recognised bachelor's degree (NQF Level 8) in Public Administration, Public Management, Financial Management, Supply Chain Management, Resource Management, Education Management, Infrastructure Management, Governance, Business Administration or a related field. A postgraduate qualification at NQF Level 8 or higher in any of the aforementioned fields will serve as a strong recommendation. Successful completion of the Nyukela Public Service Senior Management Service (SMS) Pre-Entry Programme and possession of a valid driver's license (except for persons with disabilities). A minimum of eight (8) years of experience at a Senior Managerial Level within the public sector, of which substantial experience must have been gained in school resourcing, institutional support services, physical resource management, infrastructure planning, financial management, risk management, educational operations, budget management and service delivery oversight. Competencies: The successful candidate must demonstrate extensive knowledge of public sector governance, education policy, institutional operations and resource management. The incumbent must possess strong strategic leadership capabilities with a proven ability to provide executive oversight of large-scale resource allocation, school resourcing and institutional support systems. A sound understanding of the Public Finance Management Act, Treasury Regulations, Division of Revenue Act, risk management frameworks and corporate governance principles is essential. The candidate must demonstrate advanced capabilities in financial management, strategic planning, policy development, programme oversight, monitoring and evaluation, stakeholder management and organisational performance management. Strong analytical, decision-making, communication, negotiation and change leadership skills are required, together with the ability to drive accountability, compliance and service delivery improvement within a complex public sector environment.

DUTIES : Oversee implementation of policy framework for provisioning of quality teaching and learning in public, Special schools and ECD Centres of Eastern Cape Province. Ensure the coordination of consistent implementation of standard /uniform mode of operation for teaching & learning in public schools of Eastern Cape. Ensure implementation intervention and tools supporting quality curriculum delivery in schools. Ensure implementation of school management and governance legislation, policies and procedures in public and special schools in Eastern Cape. Ensure coordination intergovernmental relation processes to ensure all education district offices are positioned for optimal service delivery. Coordinate the provision of technical support for education district functionality. Oversee provisioning and guidance on implementation of policy framework for Physical Resource Management in Eastern Cape Schooling system in line with the Division of Revenue Act. Ensure coordination of physical resource planning services. Ensure the provisioning of infrastructure delivery services. Provide strategic guidance in development and monitoring of Disaster Recovery Plans impacting Eastern Cape Public and Special Schools. Ensure accountability, monitoring and reporting on Infrastructure Grant Framework in Eastern Cape public, Special

schools and ECD Centres. Oversee implementation of policy framework for school resourcing and administration. Ensure planning and budgeting for school resourcing needs including Learner Teacher Supporting Materials, school furniture etc. Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Ensure functionality and viability of public ordinary, special schools and ECD Institutions. Oversee provisioning of leadership and guidance in supporting systems for delivery of quality education system in Eastern Province. Ensure provision of school mapping services, revitalisation of schools and rural education. Ensure management of facilitation of planning for school extension and new school implementation. Ensure provisioning Quality Promotion Standard education research and data analytics. Ensure implementation of Education Management Information system in all public & Special Schools. Ensure management & evaluation interventions, learner attainment improvement strategy (LAIS) and vacation schools. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms. SA Maasdorp Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

OTHER POSTS

POST 39/193 : **DEPUTY DIRECTOR: EVENTS MANAGEMENT REF NO: DOE02/10/2026**

SALARY : R932 292 – R1 098 195 per annum (Level 11), (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 : Zwelitsha

REQUIREMENTS : An appropriate recognized (3-year) undergraduate NQF level 6/7 in Events Management, Business Administration/ Management, Communications, Project Management, Public Relations or any related field as recognised by SAQA. 3 - 5 years at Assistant Director level in Event Coordination environment. Experience in Protocol, Communications and Stakeholder Coordination will be an added advantage. A valid driver's license. Skills: Project Management. Applied Strategic Thinking. Applied technology. Budgeting and Financial Management. Communication and Information Management. Citizen Focus and Responsiveness Strategic Management. Develop Others. Financial Management. Diversity Management. Impact and Influence Networking and Building Bonds. Managing Interpersonal Conflicts & Resolving problems. Planning and Organising Team Leadership. Communications Problem Solving and Decision Making. Knowledge: Coordination of events. Legislative frameworks that govern the Public Service SASREA, Security Standards, PFMA and financial compliance expertise, Public Service Regulation, Constitution of South Africa and other relevant acts, policies and regulations. Understanding of service level agreements and contracts. Familiarity with corporate Identity (CI) and branding standards. Knowledge of Education Sector will be added advantage.

DUTIES : Manage the development and maintenance of the event management framework and instruments. Manage the provision of logistical arrangements for departmental events. Manage formal interaction and liaison with other event role players, inclusive of security and protocol personnel. Manage the provisioning of advice on the design of the marketing tools. Coordinate research of venues, suppliers and contractors for events. Manage the

coordination of suppliers and all event logistics. Manage all pre-event planning and drills. Oversee the dismantling and removal of event and clearance of the venue. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. ZZ Mnqanqeni Tel No: (040) 608 4200
For e-Recruitment Enquiries, e-mail: erecruitment@ecdoe.gov.za

POST 39/194 : **ADMIN OFFICER: PMDS & IQMS REF NO: DOE03/10/2026 (X3 POSTS)**
Directorate: Human Resource Development

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management / Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A Valid Driver's license and willingness to travel is essential. Relevant PERSAL Certificates will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Provide human resource and performance management administration. Provide human resource development administration services. Provide performance management administration services. Provide administration of IQMS performance management services. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/195 : **ADMIN OFFICER: SKILLS DEVELOPMENT REF NO: DOE04/10/2026 (X3 POSTS)**
Directorate: Human Resource Development

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well

as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/196 : **ADMIN OFFICER: HUMAN RESOURCE DEVELOPMENT (X5 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Alfred Nzo West Ref No: DOE05/10/2026
Amathole East Ref No: DOE06/10/2026
Joe Gqabi Ref No: DOE07/10/2026
OR Tambo Coastal Ref No: DOE08/10/2026
Sarah Baartman Ref No: DOE09/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in providing human resource and performance management administration services. Assist to provide human resource development administration services. Assist in providing administration of IQMS performance management services. Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in the component. Check correctness of

subsistence and travel claims of officials and submit to manager for approval. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/197 : **ADMIN OFFICER: NUTRITION, TRANSPORT AND HOSTELS (X2 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Buffalo City Metro Ref No: DOE10/10/2026
Chris Hani East Ref No: DOE11/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration, Logistics as recognised by SAQA. A minimum of 3-5 years' relevant experience in environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in coordinating, monitor and report on the implementation of the school nutrition programme in the district. Assist to coordinate the provisioning of scholar transport services, the designation of qualifying learners and routes. Assist in monitoring, evaluating and reporting on the provisioning of learner transport services by implementing agents. Coordinate the provision of hostel services at the designated schools and the planning of new services. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr. B Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/198 : **ADMIN OFFICER: SCHOOL HEALTH (X2 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Buffalo City Metro Ref No: DOE12/10/2026
Chris Hani East Ref No: DOE13/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration and any relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Provide guidance on the implementation, monitoring and reporting of integrated strategies, policies and procedures for business process management services. Develop and monitor the implementation of the related plans and programmes. Coordinate the provision of school health services at ordinary, full service, special and independent schools. Liaise with district office of the Health Department, relevant local municipalities, NGO's and other health service providers and partners to secure the appropriate coverage of all schools in the district. Coordinate the provisioning of primary health services to leaners with HIV/AIDS and other chronic diseases in schools. Coordinate screening and support programmes for learners with eyesight, hearing, dental and related health conditions. Coordinate periodic screening of learners for

stunting, nutritional deficiencies and related nutrition-based health challenges. Monitor schools for the outbreaks of contagious diseases, report thereon and coordinate with the Health Department the implementation of containment measures. Coordinate, monitor and report on the implementation of occupational health and safety measures affecting learners in school. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr. B Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/199 : **ADMIN OFFICER: EMIS, GOVERNANCE & SPECIAL PROGRAMMES REF NO: DOE14/10/2026 (X2 POSTS)**
Directorate: NMB Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration and any relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in providing guidance on the implementation, monitoring and reporting of integrated strategies, policies and procedure for business process management services. Assist in developing and monitoring the implementation of the related plans and programmes. Assist to coordinate EMIS in the district. Assist in coordinating the implementation of youth and special programmes in the district. Assist in coordinating governance, resourcing and rationalisation of schools. Assist to coordinate of stakeholders, learner teacher support material and SGB programs in the district. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr. E Gorgonzola Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/200 : **ADMIN OFFICER: ICT/ E-LEARNING - EDUCATION DEVELOPMENT CENTRES REF NO: DOE15/10/2026**
Directorate: NMB Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Information Technology/ Information Systems/ Computer Science as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and

integrity, self–driven and teamwork. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in providing the training of school and district management teams. Assist in providing support on the provision of continued professional teacher development at district level. Assist in managing the delivery of education development centre programmes at the district level. Assist in the provision of learner and teacher support and resource centres. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr. E Gorgonzola (Tel: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/201 : **LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS, COMPLIANCE & LABOUR RELATIONS ADVOCACY (EEA) REF NO: DOE16/10/2026 (X4 POSTS)**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A qualification at an NQF level 6 in Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in Labour Relations/Labour Law environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislations: Labour Relations Act: Employment of Educators' Act; Public Service Act. Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

DUTIES : Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Mr. S Mnguni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/202 : **LABOUR RELATIONS OFFICER: EEA AND PSA EMPLOYEE RELATIONS (X21 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo East Ref No: DOE17/10/2026 (X2 Posts)
Alfred Nzo West Ref No: DOE18/10/2026 (X2 POSTS)
Amathole East Ref No: DOE19/10/2026
Amathole West Ref No: DOE20/10/2026
Buffalo City Metro Ref No: DOE21/10/2026 (X2 Posts)
Chris Hani East Ref No: DOE22/10/2026 (X2 Posts)
Chris Hani West Ref No: DOE23/10/2026 (X2 Posts)
Nelson Mandela Bay Ref No: DOE24/10/2026 (X2 Posts)
Joe Gqabi Ref No: DOE25/10/2026 (X2 Posts)
OR Tambo Coastal Ref No: DOE26/10/2026 (X2 Posts)
OR Tambo Inland Ref No: DOE27/10/2026 (X2 Posts)
Sarah Baartman Ref No: DOE28/10/2026
REQUIREMENTS : A qualification at an NQF level 6 in Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in Labour Relations/ Labour Law environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislations: Labour Relations Act, Employment of Educators' Act, Public

Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

DUTIES : Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Mr. S Mnguni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/203 : **WELLNESS OFFICER: EMPLOYEE WELLNESS (X7 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo East Ref No: DOE29/10/2026 (X2 Posts)
Amathole East Ref No: DOE30/10/2026
Chris Hani East Ref No: DOE31/10/2026
OR Tambo Inland Ref No: DOE32/10/2026 (X2 Posts)
Sarah Baartman Ref No: DOE33/10/2026

REQUIREMENTS : A qualification at an NQF level 6 in Public Management/ Administration/ Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in the relevant environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislation: Labour Relations Act, Employment of Educators' Act, Public Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

DUTIES : Assist to provide and implement employee wellness programs in the district. Assist to overseer the implementation of occupational health and safety measures in the district. Assist to provide HIV/AIDS/ TB prevention coordination services in the district. Assist in coordinating the provision of employee counselling services.

ENQUIRIES : Mr. S Mnguni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/204 : **WELLNESS PRACTITIONER: EMPLOYEE WELLNESS REF NO: DOE34/10/2026**
Directorate: AE Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole East
REQUIREMENTS : A qualification at an NQF level 6 in Occupational Health and Safety/ Social Work/ Human Recourses Management or Industrial Relations. Minimum of 3 years' experience Employee Health and Wellness environment. A valid driver's license. Knowledge of monitoring and evaluation principles. Knowledge of Employee Wellness Programme design, including principles and practices for designing and implementing workplace wellness initiatives. Understanding of health and wellness policies, including regulatory compliance (e.g. OHSA and EHWP guidelines). Knowledge of public health and occupational health principles. Understanding of key health issues (e.g. mental health, chronic illness and substance abuse) in the workplace. Programme coordination and facilitation. Planning and organising. Problem solving skills. Creativity and awareness. Knowledge of the following legislations: Labour Relations Act, Employment of Educators' Act, Public Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

DUTIES : The incumbent will be responsible for coordinating the employee wellness programme. Implement employee wellness programmes, policies and strategies by initiating the day-to-day running of the wellness programme, rolling out health and wellness activities such as wellness days and health screenings, coordinating logistics for wellness events in collaboration with service providers, promoting participation through communication campaigns, and monitoring programme participation and effectiveness. Support the implementation of chronic disease programmes by conducting health education sessions on chronic illness management, distributing educational materials and referring employees to counselling and testing services, and tracking participation in awareness campaigns and outreach initiatives. Coordinate health and wellness awareness activities by organising awareness sessions, distributing educational materials during awareness events, coordinating schedules and venues for campaigns and workshops, and gathering participant feedback to improve future activities. Coordinate the sports and recreational programme by coordinating internal sports events and recreational activities, maintaining schedules, equipment and participation records, communicating upcoming events to employees, and gathering feedback to improve future sporting initiatives. Execute administrative duties related to the wellness programme, including administering the scheduling and execution of mobile clinic services and other wellness activities, creating and maintaining records and databases of wellness programme activities, participants and outcomes, maintaining attendance registers and documentation, maintaining organised filing and record-keeping systems, and compiling monthly wellness statistics for internal reports.

ENQUIRIES : Mr. S Mnguni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/205 : **PRINCIPAL PERSONNEL OFFICER: EMPLOYEE PROVISIONING SERVICES REF NO: DOE35/10/2026 (X2 POSTS)**
Directorate: Human Resource Administration

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection training to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist in providing employee appointment administration services. Assist in providing employee and post establishment reconciliation services.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4228
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/206 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING SERVICES REF NO: DOE36/10/2026**
Directorate: Sb Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Sarah Baartman
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management

environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. E Ngemntu Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/207 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: DOE37/10/2026**
Directorate: Human Resource Administration

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Supervise the implementation of Conditions of Service benefits e.g. Capped Leave Audit, Long Service Awards. Supervise the implementation of PILIR. Supervise the implementation of transfers and resettlements at exit. Supervise the processes for the initiation of remuneration and allowances on PERSAL. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4228
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/208 : **PRINCIPAL PERSONNEL OFFICER: ESTABLISHMENT SERVICES REF NO: DOE38/10/2026 (X4 POSTS)**
Directorate: Human Resource Planning and Information System

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Establishment environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Render support in HR Planning & Provisioning services. Maintain files and records in the office for post provisioning for all districts. Developing HRP related submissions. Creating components, posts and abolishment. Creation of Acting Allowances. Loading of matrix. Render all PERSAL functions in relation to establishment matters. Administer staff establishment on PERSAL. Loading of Organizational structure and Post Provisioning Norms on PERSAL.

ENQUIRIES : Mr. L Komle Tel No: (040) 608 4228
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/209	:	**ADMIN OFFICER: RECORDS AND DOCUMENT MANAGEMENT REF NO: DOE39/10/2026** Directorate: NMB Education District Office
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Nelson Mandela Bay
REQUIREMENTS	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
DUTIES	:	Provide district resource centre management services. Monitor and evaluate document management processes. Implement the departmental records management policy, systems and procedures for the district. Provide a central registry service and maintain the electronic records management system including document disposal and archiving services. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
ENQUIRIES	:	Mr. W Payi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
POST 39/210	:	**ADMIN OFFICER: EXAMINATION AND ASSESSMENT (X4 POSTS)** Directorate: Education District Office
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Alfred Nzo West Ref No: DOE40/10/2026 Buffalo City Metro Ref No: DOE41/10/2026 Nelson Mandela Bay Ref No: DOE42/10/2026 (X2 Posts)
REQUIREMENTS	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
DUTIES	:	Assist in coordinating all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Assist in coordinating all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Assist in coordinating the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure effective and efficient utilisation financial, human and physical resources, including effective asset control within the district. Assist in formulating and managing operational budgets. Assist in overseeing the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts.
ENQUIRIES	:	Mr. M Mabona Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/211	:	**IT TECHNICIAN: INFROMATION COMMUNICATION TECHNOLOGY REF NO: DOE43/10/2026 (X2 POSTS)**
SALARY	:	R338 106 – R398 277 per annum (Level 07))
CENTRE	:	Zwelitsha
REQUIREMENTS	:	National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE.
DUTIES	:	Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts / Head Office
ENQUIRIES	:	Mr. L Ndzube Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
POST 39/212	:	**IT TECHNICIAN: SUPPLY CHAIN MANAGEMENT & ICT (X5 POSTS)**
SALARY	:	R338 106 – R398 277 per annum (Level 07))
CENTRE	:	Alfred Nzo West Ref No: DOE44/10/2026 Chris Hani East Ref No: DOE45/10/2026 Sarah Baartman Ref No: DOE46/10/2026 Nelson Mandela Bay Ref No: DOE47/10/2026 (X2 Posts)
REQUIREMENTS	:	National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE.
DUTIES	:	Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts.
ENQUIRIES	:	Mr. L Ndzube Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
POST 39/213	:	**IT TECHNICIAN: TRAINING INSTITUTE (X4 POSTS)** Directorate: Teacher Development and Learning Institutions
SALARY	:	R338 106 – R398 277 per annum (Level 07))
CENTRE	:	Maths & Science Institute Ref No: DOE48/10/2026 Language & Social Science Institute Ref No: DOE49/10/2026 Technical & Vocational Institute Ref No: DOE50/10/2026 Leadership & Management Institute Ref No: DOE51/10/2026
REQUIREMENTS	:	National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including

schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE.

DUTIES : Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts / Head Office

ENQUIRIES : Mr. L Ndzube Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/214 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: DOE52/10/2026**
Directorate: Ae Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole East
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Supervise and control of Compensation of Employees budgets and resources allocated to the district. Supervise and maintain staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Administer conditions of service, remuneration and employee benefits. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Supervise and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Provide and monitor termination of services. Provide leave administration services. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/215 : **PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION (X12 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole East Ref No: DOE53/10/2026 (X2 Posts)
Buffalo City Metro Ref No: DOE54/10/2026
Chris Hani West Ref No: DOE55/10/2026
Chris Hani East Ref No: DOE56/10/2026
Joe Gqabi Ref No: DOE57/10/2026
Nelson Mandela Bay Ref No: DOE58/10/2026
OR Tambo Coastal Ref No: DOE59/10/2026
OR Tambo Inland Ref No DOE60/10/2026
Sarah Baartman Ref No: DOE61/10/2026
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and

willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection trainings to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist in providing employee appointment administration services. Assist in providing employee and post establishment reconciliation services.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4228
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/216 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PLANNING (X10 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo West Ref No: DOE62/10/2026
Amathole West Ref No: DOE63/10/2026
Buffalo City Metro Ref No: DOE64/10/2026
Chris Hani West Ref No: DOE65/10/2026
Chris Hani East Ref No: DOE66/10/2026
Joe Gqabi Ref No: DOE67/10/2026
OR Tambo Coastal Ref No: DOE68/10/2026
OR Tambo Inland Ref No: DOE69/10/2026
Nelson Mandela Bay Ref No: DOE70/10/2026
Sarah Baartman Ref No: DOE71/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/Public Management/Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Provide human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. LJ Komle Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/217 : **SCM OFFICER: LOGISTICS AND STORES MANAGEMENT REF NO: DOE72/10/2026**
Directorate: Logistics And Disposal Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing / Logistics/ Public Administration / Finance / Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving license. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills.

Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Receive procurement documentation from Internal Control Unit and verify accuracy. Capture and authorize quotations and requisitions including verification of Goods Received Vouchers (GRV). Authorise purchase orders in the system. Analyse and generate LOGIS reports as and when required. Assist with the clearance of commitment and provide commitment analysis reports as and when required. Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Check required information on the quotations. When required, register suppliers with active numbers on both systems. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit. Supervise junior or production clerks and ensure compliance measures are adhered to.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/218 : **SCM OFFICER: ASSET AND DISPOSAL MANAGEMENT REF NO: DOE73/10/2026**
Directorate: Logistics And Disposal Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Finance/ Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving licence. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills. Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/219 : **FLEET OFFICER: FLEET MANAGEMENT SERVICES REF NO: DOE74/10/2026**
Directorate: Logistics And Disposal Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) as recognised by SAQA in Transportation / Logistics / Public

Administration / Management / Business Management. Three (3) years' functional experience in Fleet Management at a public entity or government institution. A valid driving license. Knowledge: Customer Service (Batho Pele Principles). Fund Values. Minimum Information Security Standards. COIDA. Protection of personal Information Act. Occupational Health and Safety Act (OHS). Knowledge of the city(ies) drive/messenger functions will be performed. Legislative requirements: National Road Transport Act. Public Finance Management Act. National Treasury Regulations. Skills: Communication (Written and verbal). Decision making. Continuous improvement. Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict ad resolving problems. Planning and organising. Knowledge of Education Sector will be added advantage.

DUTIES : Implement the departmental fleet management policy, procedures and delegations. Administer provisioning of fleet management services. Monitor, evaluate and report on the utilisation of the department fleet. Maintain sound fleet administrative processes and systems. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/220 : **SCM OFFICER: ACQUISITION MANAGEMENT SERVICES REF NO: DOE75/10/2026**
Directorate: Demand and Acquisition Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Management / Finance / Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage

DUTIES : Assist to coordinate the development of specifications, terms of references and administer quotation/bidding procedures. Assist to provide bid documents, maintain service provide database, analyse procurement request for quotation. Assist in generating orders for the procurement of goods and services in line with approved quotation or bid awards. Implement systems to monitor compliance and control, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/221 : **SCM OFFICER: CONTRACT MANAGEMENT SERVICES (X2 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo West Ref No: DOE76/10/2026
Buffalo City Metro Ref No: DOE77/10/2026
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage.

DUTIES : Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Update, maintain and monitor the Contract Register of the Department. Facilitate and Coordinate Contract Project Steering Committee. Provide secretariate functions for the Contract Project Steering Committees and ensure

proper record keeping. Compile contract performance reports and submit them to management and relevant stakeholders. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/222 : **SCM OFFICER: DEMAND AND ACQUISITION MANAGEMENT SERVICES REF NO: DOE78/10/2026**
Directorate: Ae Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole West
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate Bachelor's Degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Management / Finance / Accounting/ Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage
DUTIES : Assist to coordinate the development of specifications, terms of references and administer quotation/bidding procedures. Assist to provide bid documents, maintain service provide database, analyse procurement request for quotation. Assist in generating orders for the procurement of goods and services in line with approved quotation or bid awards. Implement systems to monitor compliance and control, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/223 : **SCM OFFICER: ASSET AND STORES MANAGEMENT (X2 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole West Ref No: DOE79/10/2026
Chris Hani East Ref No: DOE80/10/2026
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving license. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills. Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
DUTIES : Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers.

Update and ensure the maintenance of the register of suppliers. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/224 : **FLEET OFFICER: FLEET MANAGEMENT SERVICES (X3 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo East Ref No: DOE81/10/2026
Joe Gqabi Ref No: DOE82/10/2026
OR Tambo Coastal Ref No: DOE83/10/2026

REQUIREMENTS : Three-year National Diploma (NQF 6) or Undergraduate Bachelor's Degree (NQF 7) as recognised by SAQA in Transportation / Logistics / Public Administration / Management / Business Management. Three (3) years' functional experience in Fleet Management at a public entity or government institution. A valid driving license. Knowledge: Customer Service (Batho Pele Principles). Fund Values. Minimum Information Security Standards. COIDA. Protection of personal Information Act. Occupational Health and Safety Act (OHS). Knowledge of the city(ies) drive/messenger functions will be performed. Legislative requirements: National Road Transport Act. Public Finance Management Act. National Treasury Regulations. Skills: Communication (Written and verbal). Decision making. Continuous improvement. Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and resolving problems. Planning and organising. Knowledge of Education Sector will be added advantage.

DUTIES : Implement the departmental fleet management policy, procedures and delegations. Administer provisioning of fleet management services. Monitor, evaluate and report on the utilisation of the department fleet. Maintain sound fleet administrative processes and systems. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/225 : **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT (X6 POSTS)**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amatole East, Ref No: DOE84/10/2026
Amathole West, Ref No: DOE85/10/2026
Chris Hani West, Ref No: DOE86/10/2026
Joe Gqabi, Ref No: DOE87/10/2026
OR Tambo Coastal, Ref No: DOE88/10/2026
OR Tambo Inland, Ref No: DOE89/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Provide expenditure administration services for the district office and section 20 public schools. Analyse expenditure trends and

provide technical advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. Qhwesha-Nxafani Tel No: (040) 608 4415
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/226 : **STATE ACCOUNTANT: DISTRICT BUDGET COORDINATION REF NO: DOE90/10/2026**
Directorate: ANW District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo West
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/ Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
DUTIES : Attend to S & T claims. Attend to invoices for the payment of other claims. Participate in budgeting process and assist in the compilation, consolidation and analysis of monthly, quarterly and annual expenditure reports within the office against the approved budget. Attend to provisioning and procurement matters in the offices which have financial implications. Initiate and place accounting transactions on record. Produce financial reports, assist in the monthly updating of database of the office on financial information and adhere to prescriptions of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies and procedures. Advise staff on correct utilization of financial or budgetary procedures. Attend to invoices for the payment of other claims. Monitor the bar-coded assets and update assets register.
ENQUIRIES : Mr. C Mlomo Tel No: (040) 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/227 : **STATE ACCOUNTANT: TRANSFER PAYMENTS REF NO: DOE91/10/2026 (X2 POSTS)**
Directorate: Expenditure Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
DUTIES : Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Prepare and submit monthly expenditure reports. Maintain the payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Provide expenditure administration services. Analyse expenditure trends and provide technical

advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. Qhwesha-Nxafani Tel No: (040) 608 4415
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 39/228 : **STATE ACCOUNTANT: DEBT AND REVENUE SERVICES REF NO: DOE92/10/2026 (X2 POSTS)**
Directorate: Accounting Services and Reporting

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Management of departmental debts and interdepartmental claims. Capture, analyse and review debts, do follow up on non-payments of debts. Compile capture/authorize debt take-on's and journals. Monitoring and mentoring of district debts and revenue officials. Receipt and banking of cash. Capture/ day-end receipts, Clearing of Exception and debt suspense. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.

ENQUIRIES : Mr. MS Baadjies Tel No: (040) 608 4415
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 39/229 : **STATE ACCOUNTANT: LEDGER AND JOURNALS REF NO: DOE93/10/2026**
Directorate: Accounting Services and Reporting

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting / Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Management of departmental suspense accounts and follow up with non-cleared transactions. Compile capture/authorize debt take-on's and journals. Monitoring and mentoring of district suspense accounts. Compile monthly and quarterly reports. Compliance with departmental prescripts. Process all Bond and Salary rejections. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to

subordinates. Maintain conducive working environment and management of leave of absence.

ENQUIRIES : Mr. MS Baadjies Tel No: (040) 608 4415
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 39/230 : **STATE ACCOUNTANT: FINANCIAL MONITORING AND REPORTING REF NO: DOE94/10/2026**
Directorate: Financial Monitoring and Reporting

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting/ Economics/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Provide in-year monitoring services. Assist in provide interim and annual reporting support services. Provide interim and annual reporting support service. Administration of Departmental debts and liabilities. Assist in the compilation of Interim and Annual Financial Statements. Assist in safeguarding and storage of financial records. Assist in the monitoring, controlling, and reporting of the departmental cash flow. Monitor and report on the wasteful expenditure, irregular and unauthorized expenditure when detected. Assist with the compilation of IYM reports for the department. Provide advice and guidance on budget to programmes. Compile monthly and quarterly reports. Compliance with departmental prescripts. Process all Bond and Salary rejections. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.

ENQUIRIES : Ms. X Kese Tel No: (040) 608 4200
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 39/231 : **STATE ACCOUNTANT: BUDGETING SERVICES REF NO: DOE95/10/2026**
Directorate: Budgeting Services

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting/ Economics / Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Provide budget compliance support to management. Capturing of budget records, transfers and virements. Prepare budget reports. Compile monthly and quarterly reports. Compliance with departmental prescripts. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets.

Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.

ENQUIRIES : Mr. N Skalk Tel No: (040) 608 4200
For e-Recruitment Enquiries, e-mail: erecruitment@ecdoe.gov.za

POST 39/232 : **ADMIN OFFICER: PROJECT COORDINATION REF NO: DOE96/10/2026 (X4 POSTS)**
Directorate: Executive Support

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration or any other relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in the development and maintenance of an organisational dashboard for all projects. Assist in providing technical advisory services on Project Management principles and procedures. Assist providing support on development of a standard framework for DEO's project management framework. Assist in providing support on the implementation of strategic initiative programmes and projects such as EPWP, School Rationalisation, ICT Roll-out and E-learning, Promotion of African languages in school etc. Ensure effective and efficient utilisation financial, human and physical resources, including effective asset control. Assist in formulating and managing operational budgets. Ensure the implementation of the PFMA, Supply Chain Management prescripts.

ENQUIRIES : Mr. P Mtshotane Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/233 : **SECRETARY: LEARNER DEVELOPMENT AND SOCIAL SUPPORT SERVICES REF NO: DOE97/10/2026**
Chief Directorate: Learner Development and Social Support Services

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organizes refreshments and set up schedules for meetings and events. Processes the travel and subsistence claims for unit. Process all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies

and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES : Mr. B Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/234 : **ADMINISTRATION CLERK: EDUCATION SERVICES OPERATIONS COORDINATION REF NO: DOE98/10/2026**
Directorate: Operations Management and Coordination

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Cluster A - Mthatha
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Ms. B Madonsela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/235 : **ADMINISTRATION CLERK: EMIS, GOVERNANCE & SPECIAL PROGRAMMES REF NO: DOE99/10/2026**
Directorate: NMB Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Ms. N Mgijima Tel No: (040) 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/236 : **ADMINISTRATION CLERK: CIRCUIT ADMIN SUPPORT UNIT (X7 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Mbizana Coastal (ANE) Ref No: DOE100/10/2026 (X3 Posts)
Mbizana Inland (ANE) Ref No: DOE101/10/2026 (X3 Posts)
Ntenetyana Circuit (ANW) Ref No: DOE102/10/2026
REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/237 : **ADMINISTRATION CLERK: CONDITIONS OF SERVICE (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : OR Tambo Inland Ref No: DOE103/10/2026
Nelson Mandela Bay Ref No: DOE104/10/2026
REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/238 : **REGISTRY CLERK: CONDITIONS OF SERVICE (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Alfred Nzo East Ref No: DOE105/10/2026
Nelson Mandela Bay Ref No: DOE106/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. 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. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Opening and closing files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on posts to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/239 : **REGISTRY CLERK: RECORDS AND DOCUMENT MANAGEMENT (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Nelson Mandela Bay Ref No: DOE107/10/2026
Sarah Baartman Ref No: DOE108/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. 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. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Opening and closing files according to the record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on posts to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via

registered post and record reference number in register. Keep record daily of amount of letters received. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr. W Payi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/240 : **ADMINISTRATION CLERK: DEMAND AND ACQUISITION MANAGEMENT SERVICES (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Nelson Mandela Bay Ref No: DOE109/10/2026
Sarah Baartman Ref No: DOE110/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/241 : **ADMINISTRATION CLERK: ASSET & STORES MANAGEMENT (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Amathole West Ref No: DOE111/10/2026
Sarah Baartman Ref No: DOE112/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and

accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. Z Mkondweni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/242 : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (X6 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Alfred Nzo East Ref No: DOE113/10/2026
Amathole East Ref No: DOE114/10/2026 (X2 Posts)
Amathole West Ref No: DOE115/10/2026 (X2 Posts)
Joe Gqabi Ref No: DOE116/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. Qhwesha-Nxafani Tel No: (040) 608 4415
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/243 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT (X7 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Alfred Nzo East Ref No: DOE117/10/2026
Chris Hani East Ref No: DOE118/10/2026 (X2 Posts)
Nelson Mandela Bay Ref No: DOE119/10/2026 (X2 Posts)
OR Tambo Inland Ref No: DOE120/10/2026
Sarah Baartman Ref No: DOE121/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register 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. Keep and maintain the

asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/244 : **DATA CAPTURER: HIV & AIDS LIFE SKILLS CONDITIONAL GRANT REF NO: DOE122/10/2026 (X2 POSTS)**
Contract: from Assumption of Duty Date-31 March 2027
Directorate: School Health and Life Skills

SALARY : R201 093 - R236 877 per annum (Level 04), plus 37% in lieu of service benefits
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A Grade 12 certificate with no experience required. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Capture data for processing recruitment and payment for School Health and Life skills beneficiaries contracted in schools and Circuit Management Centres using the spreadsheets, Liaise with Districts for monthly reports from the LSAs, LSA Supervisors and Social Work Graduates, ensure that the information is captured correctly, verified, and validated. Check accuracy of data captured and deal with queries, Ensure safekeeping of necessary documents to process payment of stipends e.g. reports and signed confirmation lists in line with the standard archive procedures, Capture all School Health and Safety information on applicable data base and produce reports when required to do so, Keep database of Peer Education Clubs and Soul Buddyz Clubs in schools, Partners and other stakeholders that render school health and safety services to schools, Liaise with School Admin Clerks to verify uploaded school health and safety data on SASAMS, Audit school health and safety LTSM, Policies and Circulars provided to schools and keep distribution lists, Conduct quarterly impact assessments of programmes rendered by LSAs, LSA Supervisors and Social Work Graduates and consolidate performance reports when required to do so, Write and submit monthly, quarterly, and annual reports to the Province.

ENQUIRIES : Mr. B Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/245 : **DATA CAPTURER: BASIC EDUCATION EMPLOYMENT INITIATIVE REF NO: DOE123/10/2026**
(1 Year Contract)
Directorate: Human Resource Development

SALARY : R201 093 - R236 877 per annum (Level 04), plus 37% in lieu of service benefits
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A Grade 12 certificate or equivalent and no experience needed. Knowledge: Departments, Provincial Directives, DPSA Polices, Circulars and Directives, DBE Circulars and Directives, National and Provincial Circulars and Directives. Skills: Operational Management, Financial Management, Project management Skills, Communications Skills, Negotiations, People Management, Research, Analytical thinking, Computer literacy, Problem solving, Presentation, Conflict resolution, Language Skills, Sound organisational skills, good people skills, Basic written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records

and files. Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.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.
Applications must be submitted via the provincial e-recruitment system accessible at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: recruitment@ecdsd.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00 16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address.

CLOSING DATE : 13 November 2026. Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed 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/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the 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 (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. 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. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.
Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews. Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

OTHER POSTS

POST 39/246	:	**DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: DSD 01/11/2026**
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.
CENTRE	:	Provincial Office, Bisho
REQUIREMENTS	:	A Senior Certificate plus a relevant Financial Information Systems (FIS) qualification, Bachelor's degree or equivalent qualification in Financial Management/Accounting at NQF Level 7, as recognised by SAQA. A minimum of 3–5 years' experience in a finance environment at Assistant Director level. Knowledge of Microsoft Office, especially advanced Excel, graphs and pivot table interpretation. Knowledge of budgeting, preparation and analysis. Knowledge of BAS and PERSAL. A driver's licence is a prerequisite. Competencies: Communication skills, 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 and leadership. Programme and project management. People management and empowerment. Change management. Knowledge of the Public Service Regulatory Framework and policy formulation processes within government. Understanding business and management principles relating to strategic planning, resource allocation, human resource modelling and leadership techniques. Knowledge of monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical thinking, report writing and presentation skills. An understanding of financial statements will be an advantage.
DUTIES	:	Coordinate and consolidate inputs for the compilation of the Medium-Term Expenditure Framework (MTEF). Coordinate and consolidate inputs for the compilation of the Estimates of National Expenditure (ENE). Compile Adjusted Estimates of National Expenditure (AENE), including reprioritisation, requests for additional funds and movement of funds, for the branches. Allocate funds to the various responsibilities within the branches. Coordinate inputs for in-year monitoring reports for the branches. Compile expenditure forecasts for the branches. Compile monthly management reports. Advise budget managers on budget-related matters. Cost the establishment. Assist with the preparation and review of the financial statements.
ENQUIRIES	:	Mr Y Singqandu Tel No: (043) 605 5042/59 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	EE Target: African/White Male
POST 39/247	:	**DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DSD 02/11/2026**
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.

CENTRE	:	Provincial Office, Bisho
REQUIREMENTS	:	National Senior Certificate Plus a National Diploma or Bachelor's Degree (NQF Level 6/7) in Law, Labour Relations, Human Resource Management or any relevant/equivalent qualification. 3-5 to five years' relevant experience at Assistant Director level in Labour Relations. A driver's licence is a prerequisite. Competencies: Sound knowledge of Labour relations legislation and prescripts, including the Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, disciplinary procedures, grievance management and collective bargaining processes. Knowledge of PSCBC and sectoral council resolutions and policies. Strong leadership, conflict management, negotiation, dispute resolution, analytical, report-writing and problem-solving skills. Good communication, stakeholder management, planning and organisational skills. Ability to interpret and apply labour legislation and policies. Computer literacy in MS Office packages. Strong supervisory and people-management skills.
DUTIES	:	Manage and coordinate labour relations and collective bargaining functions within the Department. Provide advice and support to management on labour relations matters, disciplinary processes, grievances, misconduct, incapacity and dispute resolution. Coordinate and monitor the implementation of labour relations policies, procedures and collective agreements. Represent the Department in disciplinary hearings, conciliations, arbitrations and negotiations at relevant bargaining council structures, including the Public Service Coordinating Bargaining Council. Facilitate sound employer–employee relations and promote labour peace within the Department. Monitor compliance with labour legislation, collective agreements and departmental policies. Analyse labour relations trends and case law, and develop intervention strategies to address workplace conflict and misconduct. Compile reports, submissions and statistics on labour relations matters. Liaise with organised labour, management and relevant stakeholders on labour relations and collective bargaining matters. Supervise staff and ensure effective management of resources within the component.
ENQUIRIES	:	Mr Y Singqandu Tel No: (043) 605 5042 or Ms Q Blayi Tel No: (043) 605 5048. e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	EE Target: Africans/White Male
POST 39/248	:	**DEPUTY DIRECTOR: LOCAL SERVICE OFFICE REF NO: DSD 03/11/2026**
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.
CENTRE	:	Joe Gqabi: Maletswai Local Service Office
REQUIREMENTS	:	National Senior Certificate plus a Bachelor's degree/National Diploma (NQF Level 6/7) in Public Administration, Social Work, Social Sciences, Development Studies or an equivalent qualification. 3-5 years' relevant experience at Assistant Director level. A driver's licence is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Understanding of the legislative framework relevant to the Social Development Sector. Sound knowledge of financial, human resource and supply chain management. Good planning, organisational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. A developmental approach and a clear understanding of South African policies on social transformation and community development.
DUTIES	:	Be responsible for the overall management and control of the area. Manage developmental social welfare and community development services. Manage financial, human resource and supply chain functions. Provide support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate Programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
ENQUIRIES	:	Joe Gqabi enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	EE Target: Coloured Male
POST 39/249	:	**SOCIAL WORKER GRADE 1 (X21 POSTS)**
SALARY	:	R338 208 – R397 668 per annum, (OSD).

CENTRE	:	(Ref No: DSD 04/11/2026) Amathole: Mnquma LSO (Ref No: DSD 05/11/2026) Amahlati LSO (Ref No: DSD 06/11/2026) Great Kie LSO (Ref No: DSD 07/11/2026) Alfred Nzo: Mount Ayliff SDC (Ref No: DSD 08/11/2026) Ntabankulu LSO (Ref No: DSD 09/11/2026) OR Tambo: KSD LSO (Ref No: DSD 10/11/2026) Ingquza Hill LSO (Ref No: DSD 11/11/2026) Mhlontlo LSO (Ref No: DSD 12/11/2026) Joe Gqabi: Burgersdorp SDC (Ref No: DSD 13/11/2026) Lady Grey SDC (Ref No: DSD 14/11/2026) NMM: Ebhayi SDC (Ref No: DSD 15/11/2026) Zwide SDC (Ref No: DSD 16/11/2026) Walmer SDC (Ref No: DSD 17/11/2026) Sarah Baartman: Sunday's River Valley (Ref No: DSD 18/11/2026) Graaff-Reinet SDC (Ref No: DSD 19/11/2026) BCM: East London (Ref No: DSD 20/11/2026) KWT Thuthuzela Centre (Ref No: DSD 21/11/2026) Mdantsane Thuthuzela Centre (Ref No: DSD 22/11/2026) Chris Hani: Emalahleni LSO (Ref No: DSD 23/11/2026) Inxuba Yethemba LSO (Ref No: DSD 24/11/2026) Sakhisizwe LSO
REQUIREMENTS	:	Standard 10/Grade 12 plus a Bachelor of Social Work degree. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker will be considered for appointment. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems, and the skills to intervene at the points where people interact with their environments to promote social well-being. Ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations and communities to enhance their social functioning and problem-solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress, and use resources effectively. Understanding and ability to provide social work services to protect people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.
DUTIES	:	Render social work services relating to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all required administrative functions.
ENQUIRIES	:	Alfred Nzo: Mr S Shweni at (064) 606 9465 Amathole: Ms Z Habe Tel No: (043) 711 6626 BCM: Ms P. Gqabantshi Tel No: (043) 705 5675/73 Chris Hani: Ms N Mzinjana Tel No: (045) 808 3709 Joe Gqabi: Ms P. Tsuputse Tel No: (051) 633 9715 NMM: Ms L Lukwe Tel No: (041) 406 5811 Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407 OR Tambo: Ms Z Dlanjwa at 064 607 1200 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	Amathole: Mnquma LSO, (EE Target: African/ Coloured Male) Amahlati LSO, (EE Target: African/ Coloured Male) Great Kie LSO, (EE Target: African/ Coloured Male) Alfred Nzo: Mount Ayliff SDC, (EE Target: African Male) Ntabankulu LSO, (EE Target: African Male and persons with disabilities) OR Tambo: KSD LSO, (EE Target: African Male) Ingquza Hill LSO, (EE Target: African Male and persons with disabilities) Mhlontlo LSO, (EE Target: African Male) Joe Gqabi: Burgersdorp SDC, (EE Target: African Male) Lady Grey SDC, (EE Target: African Male) NMM: Ebhayi SDC, (EE Target: African Male and persons with disabilities) Zwide SDC, (EE Target: Coloured Female) Walmer SDC, (EE Target: White Male)

Sarah Baartman: Sunday's River Valley, (EE Target: Coloured Female)
Graaff-Reinet SDC, (EE Target: Coloured Female and persons with disabilities)
BCM: East London, (EE Target: African Male)
KWT Thuthuzela Centre, (EE Target: African Male)
Mdantsane Thuthuzela Centre, (EE Target: African Male)
Chris Hani: Emalahleni LSO, (EE Target: African Male and persons with disabilities)
Inxuba Yethemba LSO, (EE Target: African Male)
Sakhisizwe LSO, (EE Target: African Male)

POST 39/250 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X8 POSTS)**

SALARY : R289 296 – R337 959 per annum, (OSD)
CENTRE : (Ref No: DSD 25/11/2026) Amathole: Ngqamakwe SDC
(Ref No: DSD 26/11/2026) Alfred Nzo: Mount Frere SDC
(Ref No: DSD 27/11/2026) BCM: Mdantsane 1 SDC
(Ref No: DSD 28/11/2026) OR Tambo: Ngqeleni SDC
(Ref No: DSD 29/11/2026) Joe Gqabi: Ugie SDC
(Ref No: DSD 30/11/2026) NMM: Motherwell SDC
(Ref No: DSD 31/11/2026) Sarah Baartman: Alexandria LSO
(Ref No: DSD 32/11/2026) Sunday's River Valley LSO
REQUIREMENTS : National Senior Certificate plus a Bachelor's Degree/National Diploma in Social Sciences, Developmental Economics, Development Studies or Community Development. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Computer literacy will be an added advantage. Appropriate/recognizable experience after complying with the required educational qualification will be considered for appointment. Competencies: Theoretical understanding and practical experience/exposure to community development issues. Ability to use a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects in the required format. Communication and interpersonal skills, Organising and planning skills.
DUTIES : Facilitate awareness campaigns on community development programmes. Mobilise local communities into integrated development structures. Facilitate community development initiatives in each local municipality. Facilitate the development of community profiles using contextualised participatory development methodologies. Facilitate the development, alignment and utilisation of resources from various departments towards the implementation of Integrated Development Plans in each local municipality. Assess applications for departmental funding by community organisations. Monitor, evaluate and provide support services to funded programmes/projects.
ENQUIRIES : Alfred Nzo: Mr S Shweni at (064) 606 9465
Amathole: Ms Z Habe Tel No: (043) 711 6626
BCM: Ms P. Gqabantshi Tel No: (043) 705 5675/73
Joe Gqabi: Ms P. Tsuputse Tel No: (051) 633 9715
NMM: Ms L Lukwe Tel No: (041) 406 5811
Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407
OR Tambo: Ms Z Dlanjwa at 064 607 1200.
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE : Amathole: Ngqamakwe SDC, (EE Target: African Male)
Alfred Nzo: Mount Frere SDC, (EE Target: African Male and persons with disabilities)
BCM: Mdantsane 1 SDC, (EE Target: Coloured Female)
OR Tambo: Ngqeleni SDC, (EE Target: African Male and persons with disabilities)
Joe Gqabi: Ugie SDC, (EE Target: African Female/Male)
NMM: Motherwell SDC, (EE Target: Coloured Male)
Sarah Baartman: Alexandria LSO, (EE Target: African Male and persons with disabilities)
Sunday's River Valley LSO, (EE Target: White Male)

POST 39/251 : **CHILD & YOUTH CARE WORKER GRADE 1 (X3 POSTS)**

SALARY : R191 694 – R215 073 per annum, (OSD).
CENTRE : (Ref No: DSD 33/11/2026) Alfred Nzo: Maluti Place of Safety
(Ref No: DSD 34/11/2026) Alfred Nzo: Maluti Place of Safety

(Ref No: DSD 35/11/2026) NMM: Erica Place of Safety

REQUIREMENTS : National Senior Certificate. Appropriate/recognisable Child and Youth Care experience gained after obtaining the required qualification will be considered for appointment. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Competencies: Communication: Ability to convey clear, simple and easy-to-understand messages/information to children and youth. Empathy: Ability to respect and build positive relationships with children and youth. Trustworthiness: Ability to build relationships of trust with children and youth. Honesty: Being principled and truthful to oneself and others. Teamwork and collaboration: Ability to work cooperatively with others and as part of a team. Understanding principles: Ability to understand and apply child and youth care principles. Computer literacy.

DUTIES : Care and development: Understand and provide for the care and development of children and youth. Understanding basic needs: Understand the physical, emotional, spiritual, cognitive and social needs of children and youth. Administration: Perform administrative activities relating to logbooks, incident reports and other records. Role modelling: Identify, allocate and participate in practical activities to transfer skills to children and youth. Programme implementation: Assist with implementing planned programmes and activities based on the identified developmental needs of children and youth. Children's rights: Promote and uphold the rights of children and youth. Rules and procedures: Know and apply the rules and procedures of the care centre.

ENQUIRIES : Alfred Nzo: Mr S Shweni at (064) 606 9465; NMM: Ms L Lukwe Tel No: (041) 406 5811
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : Alfred Nzo: Maluti Place of Safety, (EE Target: African Male)
Alfred Nzo: Maluti Place of Safety, (EE Target: African Male)
NMM: Erica Place of Safety, (EE Target: White Male)

POST 39/252 : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD 36/11/2026**

SALARY : R191 694 – R215 073 per annum, (OSD)

CENTRE : BCM: Dimbaza SDC

REQUIREMENTS : A Senior Certificate or equivalent qualification. Appropriate/recognisable experience gained after obtaining the required educational qualification will be considered for appointment. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Competencies: Interpersonal skills and the ability to interact with people and community structures. Compassion for people in need and vulnerable groups. Understanding of social dynamics and basic knowledge of community development. Passion for community development. Willingness to learn. Communication skills. Knowledge of the local language and culture. Computer literacy and inventory management skills would be an added advantage.

DUTIES : Conduct community and household profiling. Assist communities in accessing services offered by government departments. Attend community meetings and imbizos to collect information on community needs and provide support for integrated planning. Assist with the maintenance and support of funded community projects.

ENQUIRIES : Amathole: Ms Z Habe Tel No: (043) 711 6626
Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407
OR Tambo: Ms Z Dlanjwa at 064 607 1200.
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : BCM: Dimbaza SDC, (EE Target: African Male)

ANNEXURE V

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF EDUCATION

APPLICATIONS : Please go to the website as indicated below to apply for this post. https://www.erecruitment.fs.gov.za

CLOSING DATE : 19 November 2026

NOTE : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities, women and youth will receive preference. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry level requirement 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 Nyukela (Compulsory Pre-Entry Certificate for entry into the SMS) Senior Management Pre-Entry programme as endorsed by the National School of Government (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-entryprogramme/.According to the Explanatory Guide on SMS Competency-Based Assessment, paragraph 5.1, All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity. According to the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, paragraph 1.32.1, all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

MANAGEMENT ECHELON

POST 39/253 : **DIRECTOR: EARLY CHILDHOOD CARE & EDUCATION DIRECTORATE REF NO: PS16/2026/01**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), an all-inclusive salary package. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be

structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.

CENTRE : Bloemfontein, Head Office

REQUIREMENTS : An applicable qualification at NQF level 7 as recognized by South African Qualifications Authority (SAQA). 5 Years of experience at a middle/senior managerial level. Valid Code B/EB Driver's license. Preference will be given to candidates with strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organizational and people management skills; computer literacy; a highly developed interpretative and conceptualization/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations.

DUTIES : Ensure effective and efficient coordination and overall management of the Early Childhood Care & Education (ECCE) service in the province. To manage the implementation of strategic plan, Annual Performance Plan and the Operational Plan. To manage the performance of the unit in term of the Children's Act 38 of 2005 pertaining to partial care and Child Protection as well as the implementation of the National Curriculum Framework (NCF) and all other applicable legislations in the ECCE sector. Ensure proper financial management and coordination in the ECCE sector in line with the PFMA and related policies. Monitor and ensure timely transfer payments to ECDs. Ensure proper planning and coordination of professional development of Social Workers and ECCE practitioners in the ECD sector. To ensure that Partial care database/registers are in place and monitored. Ensure that all ECCE service is uploaded on the agreed upon Learner Management System. Ensure that capacity building support programs and training are conducted and monitored for ECCE management and governance and output assessed. Ensure that the district quarterly review sessions are arranged and guidance is provided on the expected outcomes. Ensure the expansion of the ECCE service within the province by providing the necessary support across the districts. Facilitate Inter-Sectoral Coordination to improve and better the ECCE service. Manage the provision of partial care facilities and programmes in the Free State. Manage the provision of Early Childhood Care and Education programmes. Develop and manage the implementation of norms and standards for Early Childhood Care & Education Centre's. Manage a comprehensive electronic information Management system. Manage funding of partial care and Early Childhood Care & Education facilities and programmes.

ENQUIRIES : Mr. ET Montso Tel No: (051) 404 8426

DEPARTMENT OF HEALTH

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

CLOSING DATE : 16 November 2026

NOTE : All applicants must login/register to apply for positions. The applicant's profile on the eRecruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Applicants should upload their curriculum vitae (CV) on the e-Recruitment system. (Please ensure is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with

the requirements of the advertisement. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post prior to appointment. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. criterion in the interview process. Selection panels shall score both technical exercises as an additional criterion in the interview process. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualification on the e-recruitment profile. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Communication will be limited to short-listed candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The Department reserves the right not to make appointments on the advertised post(s). Free State Provincial Department of Health is compliant with the requirements of POPIA. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 39/254 : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/36/2026**

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

CENTRE : Katleho District Hospital

REQUIREMENTS : Matric. Appropriate qualification that allows for registration with the HPCSA as Medical Practitioner (Independent Practice). Current annual registration with HPCSA. **Grade 1:** None after registration with HPCSA as Medical Practitioner in respect of South African qualified employees. 1 year relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration with HPCSA as Medical Practitioner in respect of South African qualified employees. 6 years relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience after registration with HPCSA as Medical Practitioner in respect of South African qualified employees. 11 years relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge and Skills: Extensive knowledge on Public Service legislation, policies and procedures. Excellent communication skills (verbal, written, report writing, medico-legal reports).

Good interpersonal skills as well as display of honesty, integrity and excellent work ethics.

DUTIES : Management of all medical conditions to ensure that a competent service is provided to all patients. Candidates will have to perform commuted overtime duties (compulsory & non-negotiable). Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients.

ENQUIRIES : Me. NPL Sithebe Tel No: (057) 212 9454

POST 39/255 : **DENTIST GRADE 1-3 REF NO: H/D/17/2026**

SALARY : Grade 1: R1 011 516 - R1 121 241 per annum
Grade 2: R1 188 255 - R1 297 089 per annum
Grade 3: R1 375 245 - R1 713 534 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Itemoheng District Hospital

REQUIREMENTS : Matric plus Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. Registration with a Health Professional Council of South Africa (HPCSA) as a Dentist. Experience: **Grade 1:** None after registration as a Dentist with the HPCSA in respect of SA qualified employee. **Grade 2:** Minimum of 7 years appropriate experience as Dentist after registration with the PHCSA as a Dentist. **Grade 3:** Minimum of 12 years appropriate experience as Dentist after registration with the HPCSA as a Dentist. Current registration 2026/2027). Valid driver's license (Code B/EB). Knowledge and Skills: Adhere to all departmental requirements and protocols. Excellent report writing, Clinical documents, record keeping and referral writing skills. Sound verbal and writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : Provide leadership, governance and management in dental unit. Provide primary and secondary dental services to adults and secondary dental services to adults and children in PHC clinics delivering basic packages of oral care at outreach visit provision of effective control and management. Provision of effective stock control and management. Ensure quality health services as required by Ideal Clinic Standards, Infection Prevention Control, Occupational Health and Safety compliance standards.

ENQUIRIES : Me. N Pule at 083 233 8217

POST 39/256 : **DENTIST GRADE 1-3 REF NO: H/D/18/2026**

SALARY : Grade 1: R1 011 516 - R1 121 241 per annum
Grade 2: R1 188 255 - R1 297 089 per annum
Grade 3: R1 375 245 - R1 713 534 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District

REQUIREMENTS : Matric plus Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. Registration with a Health Professional Council of South Africa (HPCSA) as a Dentist. Current registration 2026/2027. Experience: **Grade 1:** None after registration as a Dentist with the HPCSA in respect of SA qualified employee. **Grade 2:** Minimum of 7 years appropriate experience as Dentist after registration with the PHCSA as a Dentist. **Grade 3:** Minimum of 12 years appropriate experience as Dentist after registration with the HPCSA as a Dentist. Valid driver's license (Code B/EB). Knowledge and Skills: Adhere to all departmental requirements and protocols. Excellent report writing, Clinical documents,

record keeping and referral writing skills. Sound verbal and writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : Provide leadership, governance and management in dental unit. Provide primary and secondary dental services to adults and secondary dental services to adults and children in PHC clinics delivering basic packages of oral care at outreach visit provision of effective control and management. Provision of effective stock control and management. Ensure quality health services as required by Ideal Clinic Standards, Infection Prevention Control, Occupational Health and Safety compliance standards.

ENQUIRIES : Me. NF Gigi Tel No: (057) 352 2706

POST 39/257 : **DEPURT DIRECTOR: ADMINISTRATION SUPPORTAND COORDINATION: REF NO: H/D/19/2026**

SALARY : R932 292 - R1 098 195 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

CENTRE : Corporate Office: Bloemfontein

REQUIREMENTS : Matric plus Diploma in Management/Public Administration or equivalent at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience at management level (ASD). Knowledge and Skills: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Public service regulations (PSR)2016 as amended, Public service act (PSA), Public Finance Management Act, Labour Relations Act. Presentation, Planning and organizing, Time management, Communication, Computer literate, Financial management, Problem solving skills.

DUTIES : Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr. M Mokhachane at 083 386 8333

POST 39/258 : **DEPURT DIRECTOR: MANAGERIAL ACCOUNTING REF NO: H/D/20/2026**

SALARY : R932 292 - R1 098 195 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

CENTRE : Thabo Mofutsanyana District

REQUIREMENTS : Senior Certificate plus, Bachelor's Degree/ Advanced Diploma in Financial Management /Accounting or equivalent qualification at NQF level 7 as

recognized by SAQA. A minimum of 3 years related experience in management accounting at supervisory/management level (ASD). Knowledge and Skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Treasury Regulations issued in terms of the PFMA, Free State Provincial Revenue Act and Performance Management System. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Policy analysis and development. People management, financial management, problem solving, planning and organising and time management. Team player, strategic planning, good communication, computer literacy, report writing skills. Facilitation, coordination, leadership, change and knowledge skills.

DUTIES : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting. Planning – Ensure that information for planning purposes are collected and analysed properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustments budgets. Assess the need for additional funds required from the adjustment estimates process trough monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational 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. Serve on transverse task teams as required. Procurement and asset management. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES : Me. Mr Motaung at 083 3489 635

POST 39/259 : **OPERATIONAL MANAGER PNB3: ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: H/O/12/2026**

SALARY : R720 819 – R821 454 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current registration with the South African Nursing Council as a Professional Nurse (2026/2027). A minimum of 9 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate / recognisable experience in the Advanced Midwifery and Neonatal Nursing Science after obtaining 1-year post-basic qualification in the Advanced Midwifery and Neonatal Nursing Science specialty. Skills and Knowledge: Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of

effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how to impact on service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicable, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Able to develop contact, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Me. NF Gigi Tel No: (057) 352 2706

POST 39/260 : **ASSISTANT MANAGER NURSING REF NO: H/A/43/2026**

SALARY : R693 096 - R778 185 per annum, plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Katleho District Hospital

REQUIREMENTS : Matric, basic R425 (i.e. Diploma/Degree in Nursing) or 4 year Bachelor of Nursing (R174) or equivalent qualification that allows registration with South African Nursing Council as a Registered Nurse in General Nursing. Current registration with the South African Nursing Council (SANC) (2026/2027) Professional Nursing. A minimum of 8 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at Management Level. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer Literacy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant frameworks.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES : Me. NPL Sithebe Tel No: (057) 212 9454

POST 39/261 : **OPERATIONAL MANAGER PNA5 REF NO: H/O/13/2026**

SALARY : Grade 1: R571 161 – R 654 285 per annum
Grade 2: R661 572 – R752 913 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC (2026/2027). Knowledge And Skills: Knowledge, Skills training and competencies required: thorough knowledge of nursing care processes and

procedures, nursing statutes, and other relevant legal frameworks, such as: - Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Ability to interact with diverse stakeholders and health care users and givers. Good communication, report writing, facilitation, coordination, liaison, Information, planning and organizing and computer literacy skills.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good rising care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/262 : **CLINICAL PROGRAMME COORDINATOR PNA5 CLINICAL EDUCATION AND TRAINING UNIT (CETU) REF NO: H/C/27/2026**

SALARY : Grade 1: R571 161 – R654 285 per annum
Grade 2: R661 572 – R752 9130 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A maximum of 7 years appropriate or recognizable experience in nursing after registration with South African Nursing Council (SANC) as a Professional Nurse in general nursing. An accredited post basic qualification (at least 1 year) in Nursing Education. Current registration with the South African Nursing Council (2026/2027). Knowledge and Skills: Computer literacy and statistics. Knowledge of the relevant Health Legislation and policies, ability to collect and analyse data, leadership in planning, organising, coordination, and communication skills, ability to take charge and make appropriate independent decisions. Research skills to advise hospital management, responsiveness, pro-activeness and professionalism, accuracy, flexibility, initiative, co-operation, team-player, supportive and assertive.

DUTIES : Coordinates the clinical orientation, teaching, learning, assessment, mentoring, and support of student nurses and staff development. Clinical teaching and learning: coordinate work-integrated learning (WIL), day-to-day bedside accompaniment, clinical supervision, and simulation preparation for student nurses. Student and staff orientation: manage onboarding, orientation, and induction programs for newly placed student nurses, graduate nurses, and clinical staff. Skills audits and gap analysis: identify learning and competency gaps among nursing staff and students, and design relevant in-service training plans. Preceptorship and mentorship: support and coordinate clinical preceptors and mentors across hospital wards to ensure proper student-to-staff guidance ratios. Assessments and competency evaluation: conduct continuous clinical competence assessments, review professional practice files, and track student learning contracts. Compliance and quality assurance: ensure adherence to SANC (South African Nursing Council) standards, accreditation requirements, and Office of Health Standards Compliance (OHSC) protocols. Reporting and administration: compile monthly, quarterly, and annual

operational reports on CETU activities, training records, and student progress for hospital and nursing college management.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/263 : **CLINICAL PROGRAMME COORDINATOR PNA5: (HAST) REF NO: H/C/28/2026**

SALARY : Grade 1: R571 161 – R654 285 per annum
Grade 2: R661 572 – R752 913 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years of appropriate or recognisable experience in nursing after registration with SANC as a Professional Nurse in general nursing. Training in HIV/AIDS management; NIMART & wide experience in HIV, AIDS, STI's and TB programme. Current registration with SANC (2026/2027). Knowledge and Skills: Computer literacy and statistics. Knowledge of the relevant health legislation and policies. Ability to collect and analyse data. Leadership in planning, organising, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Research skills to advise hospital management. Strong ability to build and work as a team member. Good communication skills and intersectoral collaborations. Strong management and leadership skills. Ability to analyse data and quality assessment.

DUTIES : Provide operational direction for the HIV, AIDS, STI's and TB (HAST) programme in the hospital. Implementation of strategies aimed at behavioural change in reducing infections and retention of patients to care. Implement HAST programme according to the strategic plans. Provide programme technical and clinical support to the health care facilities and stakeholders. Implementation of all HAST programs in the hospital and monitoring thereof. Management of HAST multidisciplinary team and stakeholder coordination. Analyse and manage HIV/AIDS, STI's and TB (HAST) to strengthen programme implementation. Undertake ward rounds and or hospital support visits and audits to ensure programme compliance. Lead health and wellness events that seek to influence behavioural change.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/264 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL NURSING SERVICE, PEDIATRIC NURSING SERVICE, INTENSIVE CARE NURSING SERVICE, OPERATING THEATRE NURSING, TRAUMA AND EMERGENCY NURSING SERVICE, ORTHOPEDIC NURSING SCIENCE. (PNB1–2) REF NO: H/P/35/2026 (X3 POSTS)**

SALARY : Grade 1: R495 423 – R581 931 per annum
Grade 2: R607 350 – R752 913 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council (SANC) (2026/2027). A post-basic nursing qualification, with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in any one of the following specialties: Advanced Midwifery and Neonatal Nursing Service, Pediatric Nursing Service, Intensive Care Nursing Service, Operating Theatre Nursing, Trauma and Emergency Nursing Service, Orthopedic Nursing Science. Knowledge and Skills: Good

communication skills and interpersonal relations. Ability to work under pressure. Computer Literacy.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able top plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/265 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: H/A/43/2026**

SALARY : R487 197 - R573 897 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Thabo Mofutsanyana District

REQUIREMENTS : Senior Certificate plus, recognised Degree (NQF 7) in Labour Law/ Labour Relations or equivalent qualification as recognised by SAQA. A minimum of 3 years' experience in conducting misconduct investigations; handling of grievances & conciliation and arbitration on supervisory level. Knowledge and Skills: Labour Relations Legislation, processes of labour relation matters, general working conditions within the Public Service. Knowledge of the Public Service, processes of the CCMA, PSCBC, GPSSBC and interpretation of Polices and Collective Agreement. Computer literacy, good communication skills, facilitation skills, conflict resolution skills, analytical skills, interpretation skills, training skills, presentation skills, negotiation skills, organising skills and interpersonal relationship skills

DUTIES : Assist with the development of labour relation policies. Coordinate/ conduct investigation on misconduct and grievance cases to advise appropriately thereon. Advise management on all labour relations matters in order to minimise unfair labour practices. Represent the Department in bilateral discussions with organised labour unions. Perform and manage administrative and related functions. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Me. Mr Motaung at 083 3489 635

POST 39/266 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: H/P/36/2026 (X1 POST)**

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

CENTRE : Bongani Regional Hospital

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

DUTIES	:	Assessment and treatment of in-patient and out-patient and external stakeholders in adherence to scope of practice. Assist in the department administrative activities, quality assurance and evidence based programs. Contribute positively towards the development and growth of the physiotherapy department. Perform clinical supervision of physiotherapy students. Participate in professional departments programs. The candidate should be willing to rotate and be involved in various area related to physiotherapy and perform overtime duties over the weekends.
ENQUIRIES	:	Mr. T Tsoho Tel No: (057) 916 8285
POST 39/267	:	**LABOUR RELATIONS OFFICER REF NO: H/L/3/2026**
SALARY	:	R338 106 - R398 277 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Thabo Mofutsanyana District
REQUIREMENTS	:	Senior Certificate plus, recognized Diploma (NQF 6) in Labour Law/ Labour Relations or equivalent qualification as recognised by SAQA. No experience is required. Knowledge and Skills: Labour Relations Legislation. Processes of labour relation matters. Computer literacy, good communication skills, facilitation skills, conflict resolution skills, analytical skills, presentation skills, negotiation skills, organising skills and interpersonal relationship skills. Knowledge of the Public Service Processes of the CCMA, PSCBC and GPSSBC.
DUTIES	:	Preliminary investigate misconduct cases, grievances and disputes. Report on outcome of preliminary investigations of labour relation matters. Implement misconduct procedures. Implement grievance procedures. Implement dispute procedures. Advise on disciplinary procedures. Advise on grievance procedures. Advise on dispute procedures. Update labour relation information on the system. Report progress on a monthly basis. Maintain the disciplinary filing system. Report on strike actions. Compile and distribute the agenda to the relevant members. Distribute the minutes of the previous meeting. Draft minutes of the meeting in line with discussions and decisions.
ENQUIRIES	:	Me. Mr Motaung at 083 3489 635
POST 39/268	:	**SENIOR HUMAN RESOURCE OFFICER REF NO: H/S/11/2026**
SALARY	:	R338 106 - R398 277 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Thabo Mofutsanyana District Office
REQUIREMENTS	:	Senior Certificate, plus Diploma in Human Resource Management or related areas qualification at NQF 6 as recognised by SAQA. A minimum 3 years' experience in HR environment. Relevant PERSAL Certificates. Knowledge and Skills: Working knowledge and understanding of the legislative framework governing the Public Service. Public Service Regulation 2016, as amended and Public Finance Management Act. Computer literacy, planning and organisation. Good communication (verbal and written). Team work, flexibility and responsibility.
DUTIES	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR 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 service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Allocate and ensure quality of work Personnel development.
ENQUIRIES	:	Me. Mr Motaung at 083 3489 635
POST 39/269	:	**PROFESSIONAL NURSE (PNA2) REF NO: H/P/37/2026 (X1 POST)**
SALARY	:	Grade 1: R324 384 - R382 107 per annum Grade 2: R396 132 - R466 623 per annum Grade 3: R476 367 - R610 662 per annum plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE	:	Katleho District Hospital
REQUIREMENTS	:	Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse **Grade 1:** Experience: None after registration with the SANC as Professional Nurse. **Grade 2:** A minimum of 10 years after registration with the SANC as Professional Nurse. **Grade 3:** A minimum of 20 years after registration with the SANC as Professional Nurse. Knowledge and Skills: Ability to work under pressure; Good communication (Written and Verbal); Good interpersonal relations; Professionalism; Confidentiality and basic computer literacy.
DUTIES	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Maintain a plan to improve the quality of nursing and health care. Actively engage in the educational and training of students in the health care system. Practice nursing and health care in accordance with the laws and regulations relevant to nursing health care. Protect and advocate rights of patients regarding health care. Implement patient care standards, policies and procedures. Maintain a constructive working relationship with nursing and other stakeholders. Disseminate information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Communicate with the multi-disciplinary health teams, organisations and special interest groups when dealing with community health issues and needs. Utilise human, material and physical resources efficiently and effectively
ENQUIRIES	:	Me. NPL Sithebe Tel No: (057) 212 9454
POST 39/270	:	**ARTISAN PRODUCTION: WELDING AND ELECTRICITY REF NO: H/A/44/2026 (X2 POSTS)**
SALARY	:	Grade A: R253 341 - R281 172 per annum Grade B: R297 249 - R301 707 per annum Grade C: R345 342 - R424 371 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Thabo Mofutsanyana District Office
REQUIREMENTS	:	Grade 12 or equivalent qualification with no experience. Appropriate Trade Test Certificate (Fitter). A complete apprentice and proof of passing a trade test in terms of the Section 13(2)(h) of 1981, of the Manpower Act, 1981 as amended or a certificate issued under provisions of Section 28 or 30 of the Manpower Act, 1981, as amended or issued under the provisions of the repealed Section 27 of the Act referred to. Valid drivers licence. Knowledge And Skills: Knowledge of the Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) (OHS Act). Computer Literacy. Excellent time management, Communication (written and verbal), good interpersonal skills with colleagues and other departments and report writing skills.
DUTIES	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects and inspect equipment and or facility for technical faults. Repair equipment and facility defects according to standards. Test and repair equipment and machinery in the facility in terms of the specifications. Service equipment and machinery in the facility according to maintenance plan schedule. Quality assure serviced and maintained equipment in the facility. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job records/ register, supervise and mentor staff. Continuous individual development to keep up new technologies and procedure.
ENQUIRIES	:	Me. Mr Motaung at 083 3489 635
POST 39/271	:	**REGISTRY CLERK**
SALARY	:	R237 453 - R279 708 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Thabo Mofutsanyana District Office

REQUIREMENTS : A grade 12 certificate or equivalent as recognised by SAQA. No experience required. Knowledge and Skills: Computer, Planning and organising, Language, Computer literate, Good verbal and written communication skills. Communication, Interpersonal Relations. Flexibility, Teamwork. Public service regulations (PSR)

DUTIES : Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Receive all mail. Sort, register and dispatch mail · Distribute notices on registry issues. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents

ENQUIRIES : Me. Mr Motaung 083 3489 635

POST 39/272 : **STAFF NURSE GRADE 1-3 REF NO: H/S/9/2026 (X15 POSTS)**

SALARY : Grade 1: R229 440 – R260 520 per annum
Grade 2: R272 778 – R310 890 per annum
Grade 3: R319 071 – R397 392 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior certificate/ Grade 12 or equivalent qualification. A qualification that allows registration with SANC as a Staff Nurse. Registration with SANC as an Enrolled Nurse. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as an Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Knowledge and Skills: Candidate must have basic communication and writing skills. Be able to function as part of the multi-disciplinary team. Good communication and interpersonal relation skills. Knowledge of nursing care standards, Nursing Act and Public Service Regulation 2016, as amended Ability to work under pressure. Computer literacy will be an added advantage.

DUTIES : Measure, interpret and record vital signs. Assist professional nurses with clinical procedures (i.e administering of intramuscular injections). Willing to rotate through department and work night duty. Maintain professional growth/ ethical standards and self-development. work as part of a multidisciplinary team and support the managers to ensure quality nursing care. Display a concern for patients, Ensure maintenance of patient hygiene. Sustain nutritional status of patient. Facilitate the mobility of patients. Facilitate the elimination processes. Preparation of patients for diagnostic and surgical procedures. Order stock and equipment in a cost effective manner. Operate all relevant apparatus and equipment.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/273 : **STAFF NURSE REF NO: H/S/10/2026 (X2 POSTS)**

SALARY : Grade 1: R229 440 - R2556 671 per annum
Grade 2: R272 778 - R306 294 per annum
Grade 3: R319 071 - R391 515 per annum
plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Katleho District Hospital

REQUIREMENTS : Senior certificate/ Grade 12 or equivalent qualification. A qualification that allows registration with SANC as a Staff Nurse. Registration with SANC as an Enrolled Nurse. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as an Staff Nurse. **Grade 3:** A minimum of 20 years

appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Knowledge And Skills: Candidate must have basic communication and writing skills. Be able to function as part of the multi-disciplinary team. Good communication and interpersonal relation skills. Knowledge of nursing care standards, Nursing Act and Public Service Regulation 2016, as amended Ability to work under pressure. Computer literacy will be an added advantage.

DUTIES : Measure, interpret and record vital signs. Assist professional nurses with clinical procedures (i.e administering of intramuscular injections). Willing to rotate through department and work night duty. Maintain professional growth/ ethical standards and self-development. work as part of a multidisciplinary team and support the managers to ensure quality nursing care. Display a concern for patients, Ensure maintenance of patient hygiene. Sustain nutritional status of patient. Facilitate the mobility of patients. Facilitate the elimination processes. Preparation of patients for diagnostic and surgical procedures. Order stock and equipment in a cost effective manner. Operate all relevant apparatus and equipment.

ENQUIRIES : Me. NPL Sithebe Tel No: (057) 212 9454

POST 39/274 : **NURSING ASSISTANT REF NO: H/N/3/2026 (X6 POSTS)**

SALARY : Grade 1: R181 230 - R207 225 per annum
Grade 2: R211 401 – R239 922 per annum
Grade 3: R249 141 – R310 890 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Katleho District Hospital

REQUIREMENTS : Basic qualification that allows registration with the SANC as Nursing Assistant. Experience: **Grade 1:** Non after registration with SANC. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Current registration with SANC (2026/2027). Knowledge and Skills: Demonstrate elementary communication with patients. Knowledge of nursing care standards, Nursing Act and Public Service Regulation 2016, as amended.

DUTIES : Assist patients with activities of daily living (physical care). Maintain hygiene of patients. Provide nutrition. Assist with mobility. Assist with elimination processes. Provide elementary clinical nursing care. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures (i.e. administering of oral medication). Preparation of patients for diagnostic and surgical procedures. Maintain professional growth/ ethical standards and self development. To maintain the code of conduct as required in the Public Service and by the Professional Body.

ENQUIRIES : Me. NPL Sithebe Tel No: (057) 212 9454

POST 39/275 : **DRIVER**

SALARY : R170 226 - R200 523 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Thabo Mofutsanyana District Office

REQUIREMENTS : A grade 10 or equivalent qualification as recognised SAQA. Valid motor vehicle license as well as valid public driving permit. A minimum of 7 months driving experience. Knowledge and Skills: Knowledge of public service ethics and departmental transport. Ability to comply with driver's responsibility according to Treasury and PFMA. Good interpersonal relations, loyal, commitment, time management and accountability.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and reports defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.

ENQUIRIES : Me. Mr Motaung at 083 3489 635

POST 39/276 : **SECURITY OFFICER REF NO: H/S/12/2026**

SALARY : R170 226 - R200 523 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Thabo Mofutsanyana District Office

REQUIREMENTS : Basic Education and Training (NQF level 3). Basic security officer's course. Grade D registration with PSIRA. No experience required. Knowledge and Skills: Knowledge and skills: Knowledge of access control procedure. Knowledge of measure of control and movement of equipment & stores. Prescribes security procedures. e.g. MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write. Batho Pele Principles.

DUTIES : Perform access control functions. Determine appointments/ or services that the visitors require. Contract relevant employee to confirm appointment or refer visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed. Issue admission control documents/cards as required. Escort visitors to relevant employees/ venues where lock and unlock entrances. Ensure that unauthorised persons and dangerous objects do not enter the building/ premises. Follow-up on incidence. Undertake building/premises patrols. Identify and check doors are locked or unlocked as required. Check water leaks and that taps are closed. Identify and check fire hazards, exposed electrical contacts and other fire hazards. Check lights, switch on and off as required. Check suspicious objects and packages and report. Apply emergency procedures. Ensure safe keeping of equipment, documents and stores of the department complete registers to control the movement of equipment, stores and documents. Confirm that no equipment, stores and assets of the department leave the building/premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescript.

ENQUIRIES : Me. Mr Motaung at 083 3489 635

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : To apply visit: (https://systems.fshealth.gov.za/e-Recruitment/Login)

CLOSING DATE : 13 November 2026

NOTE : Effective from 01 April 2026, the Department of Public Works and Infrastructure now utilises an e-Recruitment System which means all applicants must login/register (https://systems.fshealth.gov.za/e-Recruitment/Login) to apply for positions, we only accept hand delivered/posted/emailed applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the Department of Public Works and Infrastructure 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, and however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. It should be noted that the Department of Public Works and Infrastructure 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 Competency 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 Department of Public Works and Infrastructure 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. The status of your application will be visible on the e-Recruitment system. However, if you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POSTS

POST 39/277 : **SENIOR ADMINISTRATION CLERK: MUNICIPAL SERVICES – UTILITIES DIVISION REF NO: PWI15/26 (X3 POSTS)**
Operational Property and Housekeeping Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : NQF 4 (Grade 12). Knowledge of BAS and LOGIS. Computer Knowledge and be able to use Microsoft Word, Excel and PowerPoint. Driver's License.
DUTIES : Handling Accounts of Eskom, Water Boards, Municipalities and Land Lords. Advise a report to management regarding the state of services accounts. Monitor expenditure. Check payment documents with spreadsheet we have developed internally. Request outstanding invoices from the suppliers at least 10 working days before due date. Ensure monthly reconciliation of municipal accounts in respect of service accounts. Prepare payment batches for processing on BAS and LOGIS. Capture approved payment batches on BAS and LOGIS. Ensure sound management and control of the services accounts. Accruals and Payables for disclosure of financial statements. Ensure the allocation of budgets to correct items, request allocation for the following year and adjustment budget.
ENQUIRIES : Mr G Du Plessis Tel No: (051) 410 7517/37 or 066 3072 532

POST 39/278 : **SENIOR ADMINISTRATION CLERK: CONTRACT ADMINISTRATION REF NO: PWI16/26 (X1 POST)**
Operational Property and Housekeeping Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : NQF 4 (Grade 12). Knowledge of PASTEL and BAS systems. Computer Knowledge and be able to use Microsoft Word, Excel and PowerPoint. Driver's License.
DUTIES : Render general clerical support. Monitor and reconcile debtors register and PASTEL to ensure correct monthly rental invoicing. Capturing monthly rental invoices on the system in line with the signed lease agreements. Request BAS report on a weekly basis to confirm payments received. Allocation of Cash Receipts on Pastel system as reflected on BAS report. Compiling debtor's reconciliations between Pastel and BAS based on payments received. Follow up on outstanding debt in terms of the approved Debtors Management and Write Off of Debt Policy. Liaising with the relevant salary sections to ensure that all PERSAL deductions are correctly implemented in line with signed stop orders.
ENQUIRIES : Ms Z Ndenze Tel No: (051) 410 7541

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS : Free State Provincial Department of Social Development utilises an e-Recruitment System (applicants must submit their applications via the online link https://systems.fshealth.gov.za/e-Recruitment/
CLOSING DATE : 13 November 2026
NOTE : All applicants must login/ register to apply for positions. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicant to ensure the profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Applicants

should upload their Curriculum Vitae (CV) on the e-Recruitment system. (Please ensure is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and the end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/ Matric Certificate, Drivers Licence, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. 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 an invitation from the Department to attend the interview, and such qualification(s) and other related documents should be in line with the requirements of the advertisement. Successful completion of the Senior Management Pre- Entry Programme (Nyukela) is required for being considered for the SMS post prior to appointment. Enrolment for this course should be made on the NSG website at https://www.thensg.gov.za/training course/smspre-entry-programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualifications on e-recruitment profile. Applications are respectfully informed that if no notification of appointment i.e., received within four months of the closing date, they must accept that their applications. Communication will be limited to the shortlisted candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial asset check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The department reserves the right not to make appointments on the advertised post(s). Free Department of Social Development is compliant with the requirements of POPIA. The Department of Social Development is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the departments to promote equity (race, gender, and disability) through the filling of this post(s) with a candidate whose transfer/-promotion/ appointment will promote representativity in line with numerical targets as contained in our Employment Equity Plan.

OTHER POST

POST 39/279 : **SECURITY OFFICER (X50 POSTS)**

SALARY : R170 226 per annum (Level 03)

CENTRE : Thabo Mofutsanyana District Office Ref No: DSDFS 103/26 (X6 Posts)
Vrede Sub-Office Ref No: DSDFS 104/26 (X6 Posts)
Senekal Office Ref No: DSDFS 105/26 (X1 Post)
Bethlehem Office Ref No: DSDFS 106/26 (X2 Posts)
Leratong Child & Youth Care Centre Ref No: DSDFS 107/26 (X6 Posts)
Thekolohelong Welfare Centre Ref No: DSDFS 108/26 (X5 Posts)
Dr Beyers Naude Halfway House Ref No: DSDFS 109/26 (X7 Posts)
Trompsburg Office Ref No: DSDFS 110/26 (X1 Post)
Matete Matches Secure Care Centre Ref No: DSDFS 111/26 (X5 Posts)
Kroonstad Office KGI Ref No: DSDFS 112/26 (X2 Posts)
Botshabelo Haven Old Age Home Ref No: DSDFS 113/26 (X6 Posts)
Winkie Direko Secure Care Centre Ref No: DSDFS 114/26 (X3 Posts)

REQUIREMENTS : Basic Security Officer's course. Basic Education and Training (NQF level 3). Registration with PSIRA Grade C. Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and store. Knowledge of prescribed security procedures (e.g. MISS, NISA, Protection of Information Act, etc) and the authority on security officers under these

documents. Knowledge on the relevant emergency procedures. Successful candidate will be expected to undergo a security clearance. Experience in security will be an added advantage

DUTIES : Perform access control functions. Ensure safety within the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure that all incidents regarding security breaches are recorded in the occurrence book/registers. Operate control room security equipment.

ENQUIRIES : Mr. MW Molahloe at 083 2915468

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT

APPLICATIONS : Apply online to the http:jobs.gauteng.gpg.gov.za website only.
CLOSING DATE : 20 November 2026
NOTE : Application form (Z83) should be accompanied by a recently updated CV. Only shortlisted candidates will be required to bring their originally certifies copies of their qualifications, ID and drivers licence. Failure to submit all the requested documents will result in the application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

MANAGEMENT ECHELON

POST 39/280 : **CHIEF DIRECTOR: ECONOMIC EMPOWERMENT AND TRANSFORMATION REF NO: REFS/057142**
Branch: Chief Directorate: Economic Empowerment and Transformation

SALARY : R1 554 696 per annum (Level 14), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : NQF level 7 qualification in Economics/Development Studies / Public Policy / Public Administration/ Business Administration. A postgraduate qualification will be an added advantage Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years' experience at senior management level in Economic Empowerment and Transformation environment. Code 8/10.
DUTIES : Lead the development and implementation of strategic plans for economic empowerment and transformation. Oversee the formulation of policies that support inclusive economic growth and monitor their effectiveness. Evaluate and identify barriers to economic empowerment faced by historically disadvantaged groups. Support the implementation of policies and initiatives to promote entrepreneurship and economic inclusion among groups. Guide the development of partnerships with private enterprises and NGOs to create opportunities for skills development and capacity-building. Assess the impact of empowerment programmes on improving socio-economic conditions. Advocate for policies and regulations that support the economic upliftment of marginalised communities. Collaborate with educational institutions to create pathways for education and training for underrepresented groups. Engage with government officials, community leaders and stakeholders to ensure programmes are culturally sensitive and inclusive. Develop a strategic roadmap for targeted programmes aimed at industry development and economic transformation. Allocate resources and funding to support the implementation of the programs across key sectors. Collaborate with industry leaders to identify growth opportunities and address bottlenecks hindering transformation. Monitor program implementation to ensure alignment with transformation objectives and desired outcomes. Evaluate the effectiveness of industry-focused initiatives in driving economic transformation. Facilitate access to markets and investment opportunities for emerging businesses from historically marginalised backgrounds. Conduct regular assessments to measure the impact of the programs on industry growth and transformation. Guide the implementation of programmes to promote industrial development, transformation of industries and to enhance competitiveness. Manage the

development and implementation of mechanisms to monitor equity ownership by previously disadvantaged groups as well as compliance and enforcement of BBBEE codes. Assess the implementation of BBBEE and local production and content compliance. Provide advisory services regarding various transformation charters. Lead the development of strategies to bridge the gap between job seekers and employment opportunities, especially for marginalised groups. Establish partnerships with public and private entities to create job placement programs. Manage and guide the designing of initiatives to support entrepreneurship as a means of job creation and economic participation. Monitor labour market trends and analyse data to identify areas with high potential for job creation. Collaborate with educational institutions to align curricula with market demands and promote skills development for employability. Oversee mentorship and coaching programs to prepare individuals for employment or entrepreneurship. Advocate for inclusive hiring practices within businesses and organisations. Build and maintain partnerships with public and private sector entities. Facilitate dialogue and cooperation among stakeholders to advance inclusive economic growth, transformation and empowerment. Provide expert advice to government and relevant stakeholders on inclusive economic growth, transformation and empowerment. Represent the department in forums and committees related to inclusive economic growth, transformation and empowerment. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/281 : **DIRECTOR: SMME & COOPERATIVE SUPPORT REF NO: REFS/057143**
Branch: Chief Directorate: Enterprise and Supplier Development

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : NQF Level 7 in Economics/Development Studies / Business Management / Public Administration / Public Management qualifications Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years' experience at middle/ senior management level in SMMEs and Co-operatives environment. Code 8/10.
DUTIES : Develop the SMME development strategy for the GCR economy. Lead and report on the implementation of the SMME development strategy across the province. Align SMME and Co-operative policies with broader economic development strategies. Champion the implementation of the Township Economic Development Act. Identify priority sectors for targeted support and investment. Develop incentive schemes to stimulate entrepreneurship and co-operative formation. Integrate policies with local economic development (LED) initiatives. Foster linkages between SMMEs, Co-operatives, and value chains. Measure economic impact through job creation, income generation, and productivity. Use data analytics to refine strategies and scale successful interventions. Conduct needs assessment to identify the specific non-financial support services required by SMMEs and Co-operatives. Develop strategic partnerships with government agencies, private sector entities, and non-profit services for SMMEs and Co-operatives organizations to deliver a diverse range of support services. Create a centralised platform that provides easy access to information and resources related to non-financial support services. Implement targeted training programs and workshops focusing on business management, marketing, legal compliance, and other relevant areas. Establish a robust monitoring and evaluation system to assess the impact of support services and refine them based on feedback and performance data. Launch outreach and awareness campaigns using multiple communication channels to ensure SMMEs and Co-operatives are informed about available support services. Leverage government grants, private sector investment, and donor funding to ensure sustainable financial support for incubators. Engage industry professionals and successful entrepreneurs to mentor and advise incubated SMMEs and Co-operatives. Offer targeted training, workshops, and seminars on business planning, marketing, compliance, and financial literacy. Track performance and growth of incubated enterprises to tailor support and improve incubator effectiveness. Facilitate networks among incubators to exchange best practices, share resources, and replicate successful models. Lead

outreach programmes to identify and support emerging community enterprises. Provide localised training tailored to rural and underserved areas. Establish community enterprise hubs for shared resources and collaboration. Promote youth and women participation in enterprise development. Facilitate partnerships with local municipalities and development agencies. Support community-led sustainability initiatives. Track social impact metrics to guide future interventions. Strengthen evidence-based decision-making and innovation. Partner with universities and think tanks to conduct sector studies, impact assessments, and policy research. Create platforms for SMMEs and Co-operatives to connect with investors, suppliers, and customers. Use surveys, interviews, or focus groups to understand stakeholder needs and improve engagement strategies. Partner with government departments, NGOs, and private sector entities to pool resources and align efforts. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/282 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/057144**
Branch: Directorate: Executive Support

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : NQF Level 7 in Public Administration / Public Management / Political Science / Business Administration qualifications. Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years of experience at a middle / senior managerial level in executive support / governance / administration. Demonstrable experience in PFMA/Treasury Regulations compliance, secretariat services, and intergovernmental coordination. Code 8/10.

DUTIES : Coordinate and quality-assure HOD briefings, submissions, memos and related correspondences. Manage end-to-end meeting logistics, that is, scheduling, agenda setting, document packs, minute-taking, and resolutions tracking. Operate a decision-tracking system, log directives, allocate actions, monitor progress and produce weekly exception reports. Standardise templates and procedures for executive documents (Cabinet/MEC submissions, minutes, reports). Provide research and synthesis on policy, legislation and programme issues to support HOD decisions. Maintain secure, organised records and a central repository for executive correspondence and decisions. Embed PFMA, Treasury Regulations, DPSA directives, POPIA, MISS/MPSS, and applicable provincial frameworks in office processes. Run quarterly compliance reviews on submissions, delegations, records and decision logs, remediate gaps and report assurances. Coordinate responses to audit findings (GAS/AGSA), track management action plans, and verify closure evidence. Maintain the HOD Delegations of Authority register, ensure alignment to financial and administrative delegations. Identify executive office risks, keep a risk register and implement control measures including confidentiality and information security. Facilitate policy/procedure updates and compliance training for executive office staff and document custodians. Maintain an integrated HOD calendar linking strategic priorities, statutory deadlines and stakeholder engagements. Operate an executive workflow dashboard-incoming/outgoing items, due dates, dependencies and bottleneck alerts. Coordinate quarterly performance reviews with Strategy/M&E, compile executive performance packs and insights. Synchronise HOD directives with programme plans and operational cycles, escalate slippage and propose recovery actions. Implement service standards for turnaround times on submissions, queries and approvals and monitor compliance. Produce monthly performance and workload analytics for the Office of the HOD (volumes, turnaround, quality scores). Manage protocols and channels between the HOD and MEC/EXCO, Office of the Premier, Treasury, DPSA, and sector departments. Coordinate executive meeting packs (MEC briefings, clusters, FORUMs), ensuring completeness and strategic alignment. Track undertakings from intergovernmental forums, drive inter-departmental cooperation to close actions on time. Prepare stakeholder engagement plans, briefs, and follow-up matrices and ensure issues are resolved and feedback loops closed. Maintain a stakeholder risk and issues log, advise the HOD on emerging sensitivities and mitigation options. Produce concise, outcome-

focused communiqués and post-engagement reports for executive audiences. Implement and monitor a secure records management system for executive documents, aligned to POPIA and MISS/MPSS. Establish classification, retention, and disposal schedules, audit compliance and correct deviations. Oversee the drafting, formatting, and clearance of executive correspondence to ensure consistency with corporate identity. Operate version control and approvals workflow for briefs, speeches, media responses and communiqués. Maintain an executive knowledge base: policies, cabinet decisions, provincial priorities, sector insights, and precedents. Introduce digital tools/workflows (e.g., document trackers) and train staff to improve accuracy and turnaround. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/283 : **DIRECTOR: CONSUMER PROTECTION REF NO: REFS/057148**
Branch: Chief Directorate: Consumer Affairs

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : University Degree in Law (NQF 7) Admission as an Attorney or Advocate in terms of the laws governing the legal profession in the Republic. Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. 5 years of experience at a middle/senior managerial level in legal environment, preferably in areas or matters relevant to civil litigation, consumer protection/regulatory enforcement, complaints & investigations, compliance inspections, and stakeholder relations at middle management level. Code 08.

DUTIES : Develop or review the departmental consumer protection strategies, policies, procedures and implementation frameworks aligned with provincial and national legislative requirements. Monitor compliance with applicable National and Provincial Consumer Protection legislation. Give advice on legislative related matters, including the development or review of consumer protection legislation and regulatory frameworks. Monitor compliance of businesses and trade with applicable National and Provincial Consumer Protection legislation. Oversee the implementation of new or amended consumer protection legislation and related transitional and operational arrangements within the Directorate. Manage complaints lodged and advise on appropriate action to be taken should a complaint fall outside the mandate of the office Report on the status of consumer complaints per business sector and/or industry including perceived consumer impacts and risks that may be harmful to the consumer and how these can be mitigated within the Province. Monitor and oversee the assessment, allocation, investigation, compliance monitoring and resolution of complaints against applicable turnaround times and performance standards. Analyse complaint and compliance monitoring outcomes to identify trends, including emerging trends and systemic consumer protection risks to inform corrective interventions. Oversee the referral of complaints to relevant regulatory bodies, tribunals, or enforcement authorities, where appropriate. Oversee the appropriate resolution, conciliation, settlement, referral and escalation of consumer matters. Manage the referral of unresolved consumer complaints to the Consumer Affairs Court. Assume statutory, delegated and other functions as may be assigned to the Consumer Protector. Oversee the issuing of prescribed pleadings, notices or other applications or document s .to persons responsible for unfair business practices / prohibited conduct or business conduct prejudicial to consumers. Ensure representation of the Consumer in unresolved consumer complaints before the Consumer Court. Facilitate, where appropriate, the enforcement of Consumer Court orders. Review and facilitate the handling of reviews, appeals or other statutory remedies on administrative decisions taken. Engage with cluster Departments in the Province to leverage on Consumer Protection initiatives being implemented by various Departments with the intention to create an investor-friendly province through cohesive and structured consumer participation efforts. Represent consumers who may have been aggrieved by unfair business practices in the Consumer Affairs Court .Collaborate with the Communication Unit on Consumer Protection initiatives Engage with Provincial Consumer Protection and other Regulatory Authorities on Consumer

Protection related issues. Facilitate appropriate referrals, coordination and joint interventions where consumer protection matters fall within or overlap with the mandates of other competent authorities. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/284 : **DIRECTOR: ORGANISATION EFFICIENCY REF NO: REFS/057149**
Branch: Organisational Efficiency

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Industrial Psychology, Management Services, Operations / Production Management, Human Resources, Public Administration or equivalent as recognized by SAQA. 5 years of experience at a middle/senior managerial level in an Organisational Development Successful completion of the certificate for entry into Senior Management Service (SMS) endorsed by the National School of Government available as an online course on www.thensg.gov.za. Submitted prior to appointment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.
DUTIES : Oversee the development, implementation and continuous review of policies, plans and methodologies relating to Organisation Efficiency. Oversee the development of guidelines for non-discriminatory employment practices and monitor their implementation and impact. Oversee the implementation of the DPSA Operation Management Framework in the GDED. Provide leadership and guidance in the development and implementation of all strategies and procedures, focusing on Organisation Efficiency programmes. Determine research to be conducted in Organisation Efficiency and analyse against best practice. Oversee the research on drafting of speeches and briefing notes for the MEC and Executive management of the department on Employment Equity, Disability management and Gender mainstreaming in the GDED. Benchmark against international and national best practices. Oversee projects that are aligned with the operational plan for Organisation Efficiency to address the needs of the GDED. Monitor project deadlines and devise appropriate measures to address challenges with projects. Oversee the development and submission of compliance reports with DPSA. Facilitate the development of monthly reports and consolidate inputs from the Sub directorates. Oversee the submission and consolidation of inputs into the departmental annual, quarterly, and or related reports. Manage collaborative relationships with other components within GDED. Oversee the facilitation of Organisation Efficiency workshops and information sessions. Provide guidance to internal components through liaising, consulting, and providing relevant Organisation Efficiency interventions. Participate in all forums of the province and focus on addressing Organisation Efficiency challenges. Build and maintain relations with internal and external stakeholders, including other Government departments, organisations for people with disabilities, Women organisations within the three tiers of government, organized business and Higher Learning Institutions. Present to management and GDED components on Organisation Efficiency issues and other related matters. Manage responses to Audit findings. Manage the flow of work. Manage the development, performance of, and discipline staff. Manage the financial resources of the Unit

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

OTHER POSTS

POST 39/285 : **DEPUTY DIRECTOR: MANUFACTURING REF NO: REFS/057150**
Branch: Manufacturing

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. NQF Level 7 in Economics/Development Studies/Development Economics qualification as recognised by SAQA. A minimum of three (3) years'

experience at Assistant Director level or equivalent supervisory management experience in economic development, policy development, strategy development, project management, industrial development or manufacturing sector development. Code 8/10 driver's license is essential.

DUTIES : Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing strategies for the manufacturing sector. Develop and review sector strategies/plans that align the development of the manufacturing sector to changes in the industry. Develop and review policies and strategies/plans that advance coordination and cooperation amongst the different spheres of government. Develop implementation guidelines for reviewed policies and sector-specific strategies/plans. Determine if current policies and strategies/plans are still relevant or if they should be reviewed. Benchmark against best practice manufacturing sector strategies, policies, and common practices. Benchmark against new initiatives within the manufacturing sector. Display a clear understanding of industrial policy and its implementation. Display a clear understanding of manufacturing and its role in industrial development. Possess the ability to identify key interventions to ensure industrialisation, inclusive growth and township development. Review existing programmes to accelerate growth and job creation within the manufacturing sector. Design new programmes and mechanisms to accelerate growth, sustainability, and job creation within the 10 high-growth sectors and other key manufacturing sectors. Identify potential partners to implement provincial objectives on industrialisation. Develop a business case and terms of reference to appoint key industry players for the development of the sector for industrialisation purposes. Collaborate with key business units to develop business cases and terms of reference to meet provincial objectives of job creation, SMME development and industrialisation. Develop a business case and terms of reference with the intention of identifying and appointing a potential partner. Develop an implementation plan with the service provider to achieve economic development aspirations. Develop an MOU/MOA to guide the relationship with the service provider. Develop an SLA for the particular financial year to implement the identified programme. Monitor and evaluate the implementation of the programme. Manage outsourced projects. Possess the ability to design and plan mitigation strategies to ensure successful implementation of identified programmes. Consult with stakeholders in the national, provincial and local governments, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments, and the private sector in the development of sector plans and the implementation of projects for the manufacturing sector. Prepare speeches and briefing notes for the political office bearers on the development of policies and strategies for the manufacturing sector. Correspond with research and educational institutions on the policies and strategies on manufacturing. Engage with implementing partners and assess progress of the project, identify challenges and intervene. Report monthly, quarterly, and annually on project implementation. Collect and verify proof of evidence based on targets stated in the implementation plan and Service Level Agreements. Manage responses to audit queries.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/286 : **DEPUTY DIRECTOR: FRAUD AND ANTI-CORRUPTION REF NO: REFS/057151**
Branch: Risk, Anti-Corruption and Integrity Management

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. NQF Level 7 in Economics/Development Studies/Development Economics qualification as recognised by SAQA. A minimum of three (3) years' experience at Assistant Director level or equivalent supervisory management experience in economic development, policy development, strategy development, project management, industrial development or manufacturing sector development. Code 8/10 driver's license is essential.
DUTIES : Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing

strategies for the manufacturing sector. Develop and review sector strategies/plans that align the development of the manufacturing sector to changes in the industry. Develop and review policies and strategies/plans that advance coordination and cooperation amongst the different spheres of government. Develop implementation guidelines for reviewed policies and sector-specific strategies/plans. Determine if current policies and strategies/plans are still relevant or if they should be reviewed. Benchmark against best practice manufacturing sector strategies, policies, and common practices. Benchmark against new initiatives within the manufacturing sector. Display a clear understanding of industrial policy and its implementation. Display a clear understanding of manufacturing and its role in industrial development. Possess the ability to identify key interventions to ensure industrialisation, inclusive growth and township development. Review existing programmes to accelerate growth and job creation within the manufacturing sector. Design new programmes and mechanisms to accelerate growth, sustainability, and job creation within the 10 high-growth sectors and other key manufacturing sectors. Identify potential partners to implement provincial objectives on industrialisation. Develop a business case and terms of reference to appoint key industry players for the development of the sector for industrialisation purposes. Collaborate with key business units to develop business cases and terms of reference to meet provincial objectives of job creation, SMME development and industrialisation. Develop a business case and terms of reference with the intention of identifying and appointing a potential partner. Develop an implementation plan with the service provider to achieve economic development aspirations. Develop an MOU/MOA to guide the relationship with the service provider. Develop an SLA for the particular financial year to implement the identified programme. Monitor and evaluate the implementation of the programme. Manage outsourced projects. Possess the ability to design and plan mitigation strategies to ensure successful implementation of identified programmes. Consult with stakeholders in the national, provincial and local governments, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments, and the private sector in the development of sector plans and the implementation of projects for the manufacturing sector. Prepare speeches and briefing notes for the political office bearers on the development of policies and strategies for the manufacturing sector. Correspond with research and educational institutions on the policies and strategies on manufacturing. Engage with implementing partners and assess progress of the project, identify challenges and intervene. Report monthly, quarterly, and annually on project implementation. Collect and verify proof of evidence based on targets stated in the implementation plan and Service Level Agreements. Manage responses to audit queries.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/287 : **DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: REFS/057152 (X2 POSTS)**
Directorate: Consumer Affairs

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Degree (NQF Level 7) in Law qualification as recognised by SAQA. 4-5 years' experience in litigation, investigation, and court work. Driver's license is essential.
DUTIES : Manage the development and implementation plans, policies, legislative frameworks, procedures, and systems to institutionalise Consumer Protection matters at GDED. Give advice on legislative related matters. Conduct research and analysis on Consumer Protection issues. Provide trend analysis on unfair business practices commonly applied in identified industries for investigations initiated by the office. Determine the causes of delays on investigated complaints. Evaluate investigation reports and implement appropriate action to be taken. Manage the handling of consumer complaints by investigators and confirm or re-assess the decisions taken. Manage Investigate and dispose of cases of alleged unfair business practices. Attend to escalated cases referred to the office. Draft and facilitate the issuing of summons and subpoenas to persons responsible for unfair business practices / prohibited conduct or business conduct prejudicial to consumers. Present cases in the Consumer

Court. Write monthly reports (Statistical and narratives on cases and evaluation thereof, status and monetary value. Engage with cluster Departments in the Province to leverage on Consumer Protection initiatives being implemented by various Departments with the intention to create an investor friendly province through cohesive and structured consumer participation efforts. Represent consumers who may have been aggrieved by unfair business practices in the Consumer Affairs Court. Collaborate with the Communication Unit on Consumer Protection initiatives. Engage with. Provincial Consumer Protection and other Regulatory Authorities on Consumer. Protection related issues. Allocate work. Manage staff performance. Develop and motivate staff. Provide budgetary inputs for the Sub directorate. Advise management on risk factors and mitigating strategies.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/288 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND PORTFOLIO MANAGEMENT REF NO: REFS/057168**
Directorate: Executive Support

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12 plus an appropriate Degree NQF (Level 07) in Office Administration / Public Management & Governance / Public Administration / Business Management / Administration as recognized by SAQA. 3 years' experience below middle management at Assistant Director /middle management level. Valid driver's license (code B). Competencies: Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Communication, Workflow coordination, Strategic capability and leadership, Programme and project management, Financial Management, Problem solving and analysis, People management and Empowerment, Governance, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio.
DUTIES : Manage the administrative and coordination activities within the office of the executive authority and the accounting officer. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority and the accounting officer. Render a Cabinet/executive council support service to the executive authority and accounting officer. Supervise employees.
ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/289 : **DEPUTY DIRECTOR: DIVERSITY MANAGEMENT REF NO: REFS/057169**
Directorate: Directorate: Organisational Efficiency

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : NQF 7 qualification in Public Administration/Management, Human Resource Management, Industrial and Organisational Psychology. A minimum of 5 years' experience at Assistant Director or Middle Management level in diversity management/transformation environment. Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Computer literacy (MS Office package). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organising skills.
DUTIES : Coordinate the development of diversity management policies, strategies, processes and procedures and ensure implementation thereof. Manage the development and implementation of the Employment Equity plan. Manage the implementation of Harassment programmes. Manage and monitor the implementation of Gender and Disability programmes. Manage Resources.
ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/290 : **ASSISTANT DIRECTOR: FRAUD, ANTI- CORRUPTION AND INTEGRITY MANAGEMENT REF NO: REFS/057153**
Branch: Fraud, Anti- Corruption and Integrity Management

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Umnotho House Johannesburg

REQUIREMENTS : NQF Level 7 in Forensic Auditing/ Auditing /Compliance as recognized by SAQA. Certified Fraud Examiner (CFE) would be an added advantage A minimum of 3 years' experience in Investigation/Forensic audit environment. Code 8/10 driver's license.

DUTIES : Coordinate periodic/regular identification and assessment of fraud risks. Gather information and provide inputs on the development of fraud Prevention Policy and Plan. Assist with the Facilitation of the development of an Anti-corruption Policy and Plan. Report all incidents of unethical/fraud and corruption the DD and CRO. Assist with the implementation of ethics management strategies. Liaise with relevant stakeholders (e.g., other investigative units, Departments etc). Evaluate mitigating measures and monitor their implementation. Manage the fraud/ethics risk register on an on-going basis. Facilitate training to management and employees of the Department on risk management and its components, including internal controls. Provide ongoing awareness of Legislative Framework regulating anti-corruption and fraud prevention to management and staff through workshops and other medium of communication. Keep abreast of national and international developments in fraud prevention and anticorruption. Conduct investigations into allegations of fraud and corruption reported to the department. Identify & request supporting documents. Compile Planning document. Identify personnel to interview. Conduct interviews with relevant stakeholders to establish facts. Draft investigation reports with detailed findings and clear recommendations for review and approval. Communicate recommendations to management for implementation. Follow-up on the implementation of recommended actions by management. Submit monthly reports to management on investigations conducted. Ensure implementation of ethics, fraud and corruption investigation procedures. Investigate all allegations of unethical, fraud and corruption in accordance with policy. Collaborate with law enforcement agencies in the investigation of corruption cases. Record all unethical and corruption cases in the information systems Provide information to all stakeholders (HoD, Executing Authority, GAS, Office of the Premier, law enforcement agencies) on corruption incidents and cases. Assist managers and staff in reporting risk information. Assist in ensuring 100% financial disclosure by SMS, MMS, and Other Designated categories Provide support to employees with the completion of e-Disclosure/ Conduct verification of financial disclosures and investigate anomalies. Assist employees with the process of Remunerative Work Outside Employee's Employment (RWOEEs) application from beginning to end AND declaration of gifts Update and monitor the Remunerative Work Outside Employee's Employment (RWOEEs) register, Gift Register. Engagements with auditors during the audit of ethics management programme i.e biannual/ Quarterly data analysis audit Co-ordinate the implementation of life-style audit. Conduct the audits where necessary. Manage the performance of supervised staff. Develop staff. Motivate staff and cultivate a culture of service delivery.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/291 : **LIQUOR TRADE INSPECTOR REF NO: REFS/057158**
Branch: Directorate: Law Enforcement and Compliance

SALARY : R413 001 per annum (Level 08), plus benefits
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Bachelor's degree in law, Forensic Investigation qualification as recognised by SAQA. LLB qualifications will be an added advantage. 3-5 years' experience in Liquor Affairs / Investigation Officer or relevant work experience. Code 08/10.

DUTIES : Visit and conduct inspection at the new applicants 'premises Compare the actual site/ structure of the premises with the application to ensure compliance to the Liquor Act. Confirm the file is up to date. Compile site visit reports and make recommendations to the Licensing Board. Receive complaints from members of the public/interested parties. Conduct investigations and gather evidence to verify allegations. Compile a report on the findings. Escalate and provide evidence (of non-compliance) to the Licensing Board as and when required. Establish whether the outlet/premises are trading in compliance with the granted license conditions/ Gauteng liquor Act. Gather evidence of non-compliance (if premises are not trading in compliance to license conditions/Gauteng liquor Act). Issue a non-compliance notice (section 116 of the Gauteng liquor act. Conduct follow up site inspection to establish whether the terms of the non-compliance notice has been complied with. Compile

reports on findings and escalate to the board (if the non-compliance notice has not been complied with). Compile and update inventories and lists of records earmarked for archiving or disposal. Arrange the transfer of records approved for archiving to the designated archival storage facility. Facilitate the disposal of records upon approval by the authorised officials.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/292 : **REGISTRY CLERK: EXECUTIVE SUPPORT**
Branch: Directorate: Executive Support

SALARY : R237 453 per annum (Level 07), plus benefits
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. 1-2 years' experience in the Office of an Executive.
DUTIES : Provide registry counter services. Attend to registry clients and respond to telephonic and other registry-related enquiries. Receive and register hand-delivered mail, files and documents in the appropriate registry registers or electronic systems. Date-stamp, sort and categorise incoming documents in accordance with established registry procedures. Verify and acknowledge receipt of documents submitted at the registry counter, ensuring completeness and providing confirmation of receipt where required. Distribute and route documents and files to the relevant officials or offices for further processing. Process Incoming and Outgoing Correspondence. Prepare outgoing correspondence for dispatch in accordance with departmental procedures. Verify recipients' details, addresses and supporting documents before dispatch. Dispatch official correspondence through approved channels, including courier, postal services, email or hand delivery. Monitor the delivery of outgoing correspondence and follow up on delayed or undelivered items. Maintain proof of dispatch and delivery for accountability and audit purposes. Track outstanding correspondence and report delays or discrepancies to the relevant supervisor. Maintain an Effective Filing and Records Management Service. Operate office equipment, including photocopiers, scanners, printers and binding machines, to support registry operations. Reproduce and scan official documents as required for departmental recordkeeping and administrative purposes. Monitor the availability of paper, toner and other consumables required for the effective operation of office equipment. Perform basic routine maintenance and troubleshooting of office equipment in accordance with operating instructions. Operate and Maintain Office Equipment for Registry Functions. Report equipment faults and arrange for repairs or servicing through the appropriate departmental channels. Coordinate the Processing of Documents for Archiving and Disposal. Identify records due for archiving or disposal in accordance with approved records retention schedules. Assess and prepare records for archiving or disposal in line with departmental records management procedures. Compile and update inventories and lists of records earmarked for archiving or disposal. Arrange the transfer of records approved for archiving to the designated archival storage facility. Facilitate the disposal of records upon approval by the authorised officials and in accordance with applicable legislation and departmental policies.
ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

DEPARTMENT OF ENVIRONMENT

Department of Environment is an equal opportunity employer and intends to promote equity through filling of these posts. Candidates whose appointment / promotion will promote the achievement of employment equity within the department will receive preference, in particular persons from designated groups, Coloureds, Indians, Whites, and persons with disabilities, are encouraged to apply.

APPLICATIONS : To apply for the below positions, please submit your application online at http://professionaljobcentre.gpg.gov.za send an email at: GDENVrecruitment@gauteng.gov.za. quoting the relevant reference number.
CLOSING DATE : 13 November 2026
NOTE : Applications must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the Old Z83 form will not be considered. A New Z83 form must be fully completed, duly signed and initialed by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not

required to submit copies of qualifications and other relevant documents on application. No duplicate applications.

FOR ATTENTION : Ms. Iris Thanjekwayo at 072 788 23'64 – Recruitment

NOTE : Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: 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://thensg.gov.za/trainingcourse/sms-pre-entry-programme/, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

POST 39/293 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/057060**

SALARY : R1 317 384 per annum, (all-inclusive salary package which can be structured according to an individual's needs)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus an undergraduate qualification (NQF level 7) in Supply Chain Management/ Finance or other related qualifications as recognised by SAQA. A minimum of 5 years' relevant experience at middle or senior management level in Supply Chain Management. A valid driver's license. Competencies:

Strategic Capacity and Leadership skills, People Management, Empowerment and Intergrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Departmental policies and procedures, Government Priorities, Reporting procedures and Information system. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Manage procurement for goods and services. Lead the identification of Supply Chain Management needs. Identify procurement priorities and finalisation. Ensure the finalization of procurement plans. To develop and maintain an inventory management system. Development and implement movable assets management strategy. Lead the rendering of services with regard to requisition, ordering, receipt and distribution of goods. Make input into the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Finalize procurement plans. Finalize Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Manage the process related to the receipt and opening of Tender Proposals and/or Expressions of Interest. Manage implementation of responsiveness testing. Manage implementation of Tender Evaluation. Provide inputs to the development of a Supply Chain Management policy framework that deals with the whole spectrum of procurement. Provide inputs to the determination of delegations for procurement. Design and establish procurement processes and procedures [Standard Operating Procedures] that are fair, competitive, equitable, transparent and cost effective. Design and implement a system to monitor the performance of suppliers and the performance of the Contracting Institution. Develop risk mitigation strategies to evaluate the performance of suppliers. Development of Standard Procurement Templates. Provide inputs to the appointment of Tender Committee Members. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee. Manage implementation of penalties where required. Manage expansions of contracts above the amounts provided in terms of contingencies. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Manage motivation for events which in terms of the contract increase and make recommendations. Manage the preparation of performance reports for the service provider based on input received from the relevant units. Monitor communication between SCM and other units in order for various branches to meet all contractual timelines and related obligations. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the human resources needs of the Directorate in consultation with Corporate Services. Develop and update the delivery service and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the Directorate in compliance with the Public Finance. Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate. Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan etc.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

OTHER POSTS

POST 39/294 : **BIODIVERSITY OFFICER SPECIALISED PRODUCTION: ENFORCEMENT REF NO: REFS/057061**

SALARY : R518 769 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Honours Degree (NQF Level 8) in Nature Conservation as recognised by SAQA. Minimum of 6 years relevant experience in Nature conservation. Experience in implementation of investigations (covert and overt) and detective work. Valid drivers' license. Competencies: Computer Literacy; Good communication, writing and networking skills with stakeholders both in government and outside of government spheres; Ability and competency in interpreting and implementing policy, legislation and guidelines. Must have a strong personality and conflict management skills. Successfully completed Environmental Management Inspector training is an added advantage.
DUTIES : Investigate complaints received and complete investigations thereof. In-depth knowledge of Nature Conservation Ordinance, National Environmental Management: Biodiversity Act 10 of 2004 and TOPS regulations, CITES and Criminal Procedure Act 51 of 1977. Write detailed investigation reports, file and maintain all records while maintaining strict confidentiality. Coordinate search and seizure warrants for biodiversity related investigations. Attend court cases during trail days to ensure that the NPA can prove the guiltiness of the transgressor beyond reasonable doubt and to ensure that the sentence reflects the seriousness of the crime. Collect, analyse and preserve evidence for court. Work with other law enforcement agencies to solve biodiversity crimes. Good organizational and time-management skills. Excellent interviewing and interrogation skills. Undertake site inspections to ascertain compliance and submit reports thereof to Biodiversity Control. Assist other Biodiversity Officers and SAPS on various endangered and rare species of wild fauna and flora species identification. Assist Biodiversity Control in ensuring that the unit project are undertaken timeously and appropriately. Ensure that reports are written according to the Departmental standards.
ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

POST 39/295 : **ADMIN CLERK REF NO: REFS/057062 (X4 POSTS)**
Directorate: Biodiversity management

SALARY : R237 453 per annum, (plus benefits)
CENTRE : Placement across Gauteng Provincial Nature Reserves and regional offices
REQUIREMENTS : Grade 12 certificate or relevant qualification as recognized by SAQA. No experience required. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Skills: Computer literacy, Good verbal and written communication skill.
DUTIES : Render administrative support to departmental functions, the processing and capturing of applications for services and activities from the department including permitting and clients bookings/reservations systems; receiving and managing correspondence; maintaining accurate records and electronic databases; tracking processes and related documentation and contributing to improved efficiency through the use of digital systems and electronic administrative processes. Take and distribute meeting minutes. Deal with correspondence, filing and administrative records. Provide clerical support in the unit, handle communications and enquiries from clients and monitor the use of telecommunication facilities. Maintain high standard of customer service and provide professional service to the public. Render financial management support. Collect revenue/payments from clients for services rendered.
ENQUIRIES : Ms. Sophia Letsoalo Tel No: (011) 240 3095

POST 39/296 : **NATURE CONSERVATION ASSISTANT REF NO: REFS/057069 (X19 POSTS)**
Directorate: Biodiversity Management

SALARY : R170 226 per annum, (plus benefits)
CENTRE : Placement of Employees Across Gauteng Provincial Nature Reserves

REQUIREMENTS : NQF level 1 or 2 (Abet level 2/3 certificate or equivalent). Skills: Firefighting, Mechanical, Welding, Thatching, Electrification, and Communication skills. A valid driver's licence and relevant knowledge of nature reserve operations will serve as an added advantage.

DUTIES : Support the resource management staff, Driving of official vehicles, Maintenance of infrastructure, vehicles and equipment, Burning of firebreaks, Assistance with natural resources management that includes the management of invasive plants, Erection of fences and repairs, Soil erosion control, Game census and Patrols. Resource Management weekend duties as per schedule, basic understanding of the nature reserve terrain.

ENQUIRIES : Mr. Nkosikhona Masangane Tel No: (011) 240 3094

DEPARTMENT OF HEALTH

ERRATUM: Leratong Hospital: Kindly note that the post of Medical Specialist: Ophthalmology with Ref No: REFS/056951 was advertised with the incorrect package in Public Service Vacancy Circular 38 dated 23 October 2026, the correct package is Grade 1: R 1 395 528 per annum (all-inclusive package), Grade 2: R1 592 274 per annum (all-inclusive package), Grade 3: R1 844 151 per annum, (all-inclusive package)

OTHER POSTS

POST 39/297 : **MEDICAL OFFICER REF NO: REFS/057194**
Directorate: Anaesthesia

SALARY : Grade 1: R1 041 402 per annum, (all-inclusive package)
Grade 2: R1 188 255 per annum, (all-inclusive package)
Grade 3: R1 375 245 per annum, (all-inclusive package)

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate medical degree that allows registration with the HPCSA as a medical practitioner. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Officer. **Grade 3:** A minimum of 10 years appropriate experience as medical officer after registration with the HPCSA as a medical officer. Practitioners completing community service on 31 December 2026 are eligible to apply. Possession of up to date ACLS, PALS, ATLS/EMATT/ITLS will be an advantage. Cost-containment measures in service delivery is important. Proper clinical record keeping and ethical practice in line with HPCSA Booklet 1 and Booklet 9. Teaching of medical interns and other junior staff. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflict of interest and mismanagement. Perform commuted overtime. Good knowledge of prevention and management of Patient Safety Incidents (PSI). Comply with Performance Management and Development System (PMDS) assessments.

DUTIES : Clinical assessment of patients, formulation, development and execution of evidence based and compassionate patient care plans. Daily ward wounds and attendance at OPD, preparation of patients for theatre and performance of surgical procedures as indicated concordant with a medical officer position. Assessment and management emergencies. After- hours calls and execution of urgent procedures. Counselling and education of patients and families. Proper clinical record keeping and participation in ward/ departmental administrative duties. Commitment to the highest level of care, ethics, professionalism and punctuality. Work responsibility within a multi- disciplinary team. Work at, and participate in outreach, at any of the Gauteng Health cluster facilities. Academically: will participate in the teaching programme with the aim of passing the CMSA related exams. The incumbent will and supervise medical interns and medical students.

ENQUIRIES : Ms N Serobatse (011) 411-3563 / Ms M Moeketsi Tel No: (011) 411-3766

APPLICATIONS : should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications please email your query to healthjobqueries@gauteng.gov.za

NOTE : Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public

Service Department or on the internet at www.dpsa.gov.za/documents. 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 B, Part C and Part D must be completed. 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". Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Preference will be given to South African citizens. The performance of normal and commuted overtime is not mandatory, however it will be based on the operational needs of the hospitals. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 13 November 2026

POST 39/298 : **MEDICAL SPECIALIST REF NO: REFS/057196**
Directorate: Internal Medicine

SALARY : Grade 1: R1 1 341 85 per annum, (all-inclusive package)
Grade 2: R1 531 032 per annum, (all-inclusive package)
Grade 3: R1 773 222 per annum, (all-inclusive package)

CENTRE : Leratong Hospital

REQUIREMENTS : A Medical Degree (MBChB/MBBCh) or equivalent thereof, FCP(SA) or equivalent, MMed in Internal Medicine, Registration with HPCSA as a Specialist Physician. Current registration with HPCSA (2025/2026) as a Specialist Physician. Essential skills: patient first mentality: general management skills; excellent communication skills; good professional judgement; integrity and professional dependability; leadership experience; conflict management; cost containment; management training and experience; technology and computer skills; problem solving experience; coaching and mentoring experience.

DUTIES : As a consultant, the candidate will be responsible for clinical management of general medical patients. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow up and ward rounds. As the most senior doctor in the unit, the incumbent will be required to supervise medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending Subspecialty OPD or Specialty ward consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of services at Leratong hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Invited candidates will be subjected to employment vetting process and medical surveillance. Academic: performance of research within the department. Supervision of research within the department.

ENQUIRIES : Ms N Serobatse Tel No: (011) 411-3563 / Ms M Moeketsi Tel No: (011) 411-3766

APPLICATIONS : should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications

will be accepted. For assistance with online applications please email your query to healthjobqueries@gauteng.gov.za.

NOTE : Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 B, Part C and Part D must be completed. 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". Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Registrars will be required to rotate between the different institutions. Preference will be given to South African citizens. The performance of normal and commuted overtime is not mandatory, however it will be based on the operational needs of the hospitals. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 13 November 2026

ANNEXURE X

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the following below posts were advertised in Public Service Vacancy Circular 37 dated 16 October 2026, Chief Executive Officer: Level 12: Greytown Hospital with Ref no: G56/2026: District Health Services: Chief Executive Officer: Level 12: Osindisweni Hospital with Ref no: G58/2026: District Health Services: Chief Executive Officer: Level 12: Mahatma Gandhi Memorial Hospital with Ref no: G58/2026: District Health: Chief Executive Officer: Level 12: Charles Johnson Memorial Hospital with Ref no: G59/2026: District Health Services: Chief Executive Officer: Level 12: Mbongolwane Hospital with Ref no: G60/2026: District Health: Chief Executive Officer: Level 12: Vryheid Hospital with Ref no: G61/2026: District Health Services: Medical Manager: Medical Services (non-clinical) to service both as Medical Manager and Chief Executive Officer: Hlengisizwe CHC with Ref no: G62/2026. Medical Manager: Medical Services (non-clinical) to service both as Medical Manager and Chief Executive Officer: Pholela CHC with Ref no: G63/2026. Medical Manager: Medical Services (non-clinical) to service both as Medical Manager and Chief Executive Officer: Pomeroy CHC with Ref no: G64/2026. Medical Manager: Medical Services (non-clinical) to service both as Medical Manager and Chief Executive Officer: Mfundo Arnold Lushaba CHC with Ref no: G67/2026. these posts have been withdrawn.

OTHER POSTS

POST 39/299 : **MANAGER MEDICAL SERVICES REF NO: UMG 14/2026 (X1 POST)**

SALARY : Grade 1: R1 479 723 per annum, inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted Overtime

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent; Plus, MBCHB or equivalent qualification. A minimum of three years' experience as a Medical Practitioner after registration with HPCSA Plus Current registration with HPCSA. A minimum of two years' supervisory experience. Computer literacy in Microsoft Word, Excel, Outlook and PowerPoint and Unendorsed valid driver's licence (code 8) or C drivers' license (code 10). Knowledge And Skills: Knowledge of general medicine and psychiatry, laws and regulations that govern medical services. Ability to diagnose and manage common medical problems and emergencies. Knowledge of relevant Acts, Policies and Regulations governing the Public Service. Knowledge of the District Health System. Sound clinical knowledge and experience. Ability to function as part of a multidisciplinary team. Ability to work and maintain meaningful relationships with stakeholders. Management skills. Supervisory skills. Communication and Interpersonal skills. Implementation and evaluation skills. Good verbal and written communication skills. Sound negotiation. Organizing and conflict management skills. Computer literacy.

DUTIES : Ensure the provision of safe, ethical, legal and high-quality medical care in a psychiatric hospital. Facilitate the formulation of policies and procedures and ensure that these are in line with statutory regulations and code of ethics. Ensure the provision of protocols and guidelines to doctors at the correct level. Participate in the quality improvement programme of the component to ensure that policies and procedures are followed. Conduct clinical audit with the support of the clinical staff. Liaise with the District Office and Head Office on matters related to medical services. Ensure that effective delivery service is maintained within the hospital. Maintain discipline and deal with labour relations issues in terms of the laid down procedures. Supervise and support medical officers, sessional doctors and community service doctors. Serve in all clinical related committees, including management committees like Management Committees, Cashflow committee, IMLC etc. Ensure availability of clinical protocols for the management of high-risk conditions at the hospital. Provide duties that can be allocated in terms of the hospital, district and departmental needs. Organize both academic and clinical service functions of the Department, including ward rounds, outpatient clinics and clinical training ward rounds. Participate in clinical research and academic programmes in the

respective clinical departments. Provide academic and clinical administrative leadership. Attending to staff at the Occupational Health clinic if the Medical Officer allocated is not available.

ENQUIRIES : Mr VM Mvelase Tel No: (033) 3306146, Ext. 120

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23, Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/300 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: GS 18/26**
Component: Paediatrics & Child Health Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Greys Hospital (Pietermaritzburg Metropolitan Hospital Complex (Including Greys, Harry Gwala Regional and Northdale Hospital)

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. FC Paeds (SA) or Equivalent plus Registration certificate with HPCSA as a Medical Specialist in Paediatrics. Current registration with HPCSA as a Medical Specialist in Paediatrics. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Additional qualifications and experience: Cert Paediatric Critical Care (SA) OR equivalent, Cert in Paediatric Pulmonology (SA) OR currently training for either of these qualifications. Prior Paediatric Critical Care / Pulmonology experience post Specialist qualification will be an advantage. Knowledge, Skills and Experience: Specialist medical knowledge, skills & competence in paediatrics

and child health. Sub-specialist medical knowledge, skills & competence in paediatric critical care / paediatric pulmonology. Current health and public service legislation, regulations and policy Medical ethics, epidemiology, research and statistics Medical education training and experience (an advantage). Research publications, research knowledge, skills & competence (an advantage)

DUTIES : [Employer Performance Management and Development Process (EPMDS) based workplan will cover clinical care, scholarship, professionalism, governance, administration & management and generic assessment factors aligned to HPCSA Medical Practitioner competencies]Direct, develop further and manage the provision of 24-hour paediatric emergency and critical care and pulmonology services in the Paediatric Intensive Care Unit/s at Grey's Hospital and within the catchment population of the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the provision of 24-hour in- and out-patient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the scholarship, supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the Paediatric department at Grey's Hospital. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department.

ENQUIRIES : Dr ME Morgan- Head Clinical Department Tel No: (033) 897 3264

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal.

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/301 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: GS 19/26**
Component: Anaesthetics Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime

which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. FCS (SA) or MMED (Anaesthetics) Plus Registration certificate with HPCSA as a Medical Specialist in Anaesthesiologist. Current registration with HPCSA as a Medical Specialist in Anaesthetics. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Knowledge, Skills and Experience: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Behavioural Attributes Required: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management of critically ill patients. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Harry Gwala Regional and Northdale). Willingness to rotate through ICU for up to 6 months is essential. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.

ENQUIRIES : Dr Chantal Rajah- Head Clinical Unit at 084 520 0361/033 8973413, Email: rajahchantal@gmail.com

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry

assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. If a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/302 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: GS 20/26**
Component: General Surgery Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital-Pietermaritzburg Metropolitan Hospitals Complex

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery, which must include an FCS (SA) and MMED completion and adequate time in a general surgery registrar program. Registration certificate with HPCSA as a Medical Specialist in General Surgery. Current registration with HPCSA as a Medical Specialist in General Surgery. Applicants awaiting registration with the HPCSA as a specialist general surgeon can apply and will require registration as a specialist before commencing employment in the post. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Knowledge, Skills and Experience: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Specialist will be required to run the Breast, Endocrine and Renal Surgery Unit. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES : Participate in the delivery of in-patient and out-patient general surgery service esp. breast and endocrine service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital. Management of patients requiring general surgery. Assisting in the management of the surgical database. Function as the intern curator when required. Inter-disciplinary coordination of the management of general surgery patients. Supervision of the surgical trainees and interns rotating through the unit. Ensuring the highest standards of clinical, professional, and ethical behaviour. Undertake teaching of interns, undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act. Promote education in cancer

prevention. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Responsible for the Breast, Endocrine and Renal Surgical Unit. Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of general surgery staff; allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the general surgery Department; Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

ENQUIRIES : Dr R Sathiram- Acting Head Clinical Department Tel No: (033) 897 3379

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/303 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: GS 21/26**
Component: Internal Medicine Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital-Pietermaritzburg

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. MMED Qualification. Registration certificate with HPCSA as a Medical Specialist in Internal Medicine. Current registration with HPCSA as a Medical Specialist in Internal Medicine. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical

Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Knowledge, Skills, Training and Competencies Required: Competent general medicine skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to work as part of a multi-disciplinary health care team, including liaison and communication with senior and junior staff; Understanding and ability to apply, appropriate to the post, public sector and health sector legislation, medical ethics and financial management; Ability and willingness to participate in information management, quality assurance programmes and human resource management as appropriate to the post; Ability to supervise junior staff; Ability and willingness to participate in and provide undergraduate and postgraduate training.

DUTIES : Incumbent's duties will be performed in the Pietermaritzburg Metropolitan Department of Internal Medicine as per the HOD discretion. Participation in clinical and training programmes: After-hours participation in the clinical services in the Departments of Internal Medicine as per operational requirements. Participation in the following training programmes: Internal Medicine Registrar Training in the Departments of Medicine. Undergraduate medical teaching and assessments. Assist with development and support of Specialist Services in the Tertiary Drainage area of Greys Hospital. This includes participation in the Department of Medicine's outreach programme. Participation in Clinical Research and quality control activities in the Greys Hospital Department of Internal Medicine.

ENQUIRIES : Dr M. Bizaare- Head Clinical Department Tel No: (033) 897 3289

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal.

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/304	:	**MEDICAL OFFICER GRADE 1, 2 & 3 – ANAESTHETICS REF NO: GJGM19/2026 (X1 POST)** Component: Medical Management Services
SALARY	:	Grade 1: R1 041 402 – R1 121 241 per annum Grade 2: R1 188 255 – R1 297 089 per annum Grade 3: R1 375 245 – R1 713 534 per annum Plus, All-inclusive package + a fixed Commuted overtime & 18% Inhospitable Allowance.
CENTRE	:	General Justice Gizenga Mpanza Regional Hospital
REQUIREMENTS	:	**Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills & Competencies: Experience and ability in dealing with a wide variety of Anaesthetic cases including High Care and ICU. Working knowledge of medical, surgical and obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a positive contribution in a busy department. A Diploma in Anaesthetics and exposure thereof will be an added advantage.
DUTIES	:	Clinical duties as per hospital / departmental requirements, including commuted overtime in both ICU and Operating Theatre. Provision of quality care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times; identifying, meeting and surpassing patients expectations. Conduct research. Maintain and continuously improve professional and ethical standards. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the needs of the institution.
ENQUIRIES	:	Dr R Matos-Puig – Head Clinical Unit (Anesthetics) Tel No: (032) 437 6000
APPLICATIONS	:	Please forward Applications quoting reference number to: The Human Resource Management, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger, 4450. Email: GJGMpanzahospital.hrjobapplication@kznhealth.gov.za. Or hand deliver to GJG Mpanza Regional Hospital, Corner of King Shaka Street, Stanger
NOTE	:	Directions to Candidates: The following documents must be submitted: Applicants are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were

unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE : 13 November 2026

POST 39/305 : **MEDICAL OFFICER GRADE 1, 2 & 3 – INTERNAL MEDICINE REF NO: GJGM20/2026 (X1 POST)**
Component: Medical Management Services

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 per annum
Plus, All-inclusive package + a fixed Commuted overtime & 18% Inhospitable Allowance. Valid ACLS Certification

CENTRE : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS : **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills & Competencies: Sound medical knowledge in internal medicine and the experience and ability in dealing with chronic, subacute and acute medical conditions. Working knowledge of medical protocols, health policies, acts and regulations. Ability to work in a multi-disciplinary team setting. Ability to perform procedures. Ability to resuscitate patients. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a difference. Ability to work in a challenging environment.

DUTIES : Clinical duties as per hospital / departmental requirements, including commuted overtime. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times; identifying, meeting and surpassing patients expectations. Conduct research. Maintain and continuously improve professional and ethical standards. Perform overtime duties in line with hospital needs. Active participation in academic activities. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES : Dr BD Ramjiwan – Head Clinical Unit (Internal Medicine) Tel No: (032) 437 6263

APPLICATIONS : Please forward Applications quoting reference number to: The Human Resource Management, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger, 4450. Email: GJGMpanzahospital.hrjobapplication@kznhealth.gov.za. Or hand deliver to GJG Mpanza Regional Hospital, Corner of King Shaka Street, Stanger

NOTE : Directions to Candidates: The following documents must be submitted: Applicants are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the

above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE : 13 November 2026

POST 39/306 : **MEDICAL OFFICER GRADE 1,2,3 REF NO: GS 22/26**
Component: Orthopaedics Department

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital-Pietermaritzburg

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. Registration certificate with HPCSA as a Medical Practitioner in independent practice. Current registration with HPCSA as a Medical Practitioner in independent practice. **Grade 1:** Experience: Experience: Not Applicable. Foreign qualified candidates requires 1year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years experience after registration with HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical and communication skills. Computer Literacy

DUTIES : Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with participation in Commuted Overtime. Participate in Academic Programmes in Orthopaedic Department. Assess and manage Orthopaedic patients in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in Outreach Programme aimed at improving patient access to the relevant clinical services.

ENQUIRIES : Dr ARW Mungherera- Head Clinical Department Tel No: (033) 897 3299

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must

utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/307 : **DEPUTY DIRECTOR: MATERNAL HEALTH/VTP REF NO: G66/2026**
This is a re-advertisement, those who previously apply must re-apply.
Cluster: Maternal Child and Women's Health and Nutrition

SALARY : R932 292 per annum (Level 11), an all-inclusive salary package
CENTRE : Head Office Pietermaritzburg
REQUIREMENTS : Matric Certificate (Grade 12). An undergraduate qualification (NQF 7) or Diploma (NQF 6) in Nursing. Or Medical degree (MBCHB) Plus. Current Registration SANC or HPCSA. Experience as a Clinical Coordinator for MCWH (Maternal, Child and Women's Health will be a requirement. A minimum of three (3) years' experience as an Assistant Director Plus. Five years' experience after registration with professional body in Maternal Health Programme Plus. Advance Midwife qualification or any maternal health related clinical experience is required. Valid code EB Driver's Licence (code 8) Plus. Additional Information: A Masters' degree in Public Health or similar in research will be an added advantage. Master's in Public Health (MPH) will also be an added advantage. Computer literacy. Knowledge, Skills, Training and Competencies: Job Purpose: To develop, facilitate, monitor and evaluate evidence-based strategies to i) reduce maternal morbidity and mortality, including HIV-related and ii) vertical transmission prevention (VTP) of HIV, syphilis and Hepatits B; and improve the quality of maternal and perinatal health through improving service delivery, ensuring transfer of appropriate knowledge, skills and developing community intervention strategies. Manage resource allocation and monitor implementation of maternal health care and VTP policies within the province; comprehensive data collection, analysis and strategic planning in the field of maternal health and VTP. The ideal candidate must possess the following: Technical knowledge on maternal health policies and VTP. Knowledge of the current health and public health services legislation. Financial management skills. Project management skills. Understanding of epidemiology and statistics. Leadership skills, including good communication, decision making and clinical skills. Possess sound knowledge of human resources. Management skills, including budgeting, planning, implementation, and quality assurance.

DUTIES : Develop, review and ensure implementation of relevant policies and guidelines: Performance standard. Update existing provincial maternal health and VTP related guidelines and policies. Develop new guidelines and policies for the Province in response to identified issues in maternal health and VTP field. Provide guidance to districts regarding best practices for maternal health and VTP coordinators. Identify maternal health and VTP advocacy needs according to priorities. Program Management & Implementation: Performance standard. Develop and implement strategies to reduce maternal and perinatal health-related morbidity and mortality, including HIV-related in each key programme area (preconception/ antenatal care; labour and childbirth, post-natal care) as per Saving Mothers recommendations and consolidated HIV guidelines. Report on key activities conducted aligned to these strategies. Facilitate engagement on programme performance at women's health

management and provincial quarterly meetings. Offer assistance and technical support to all districts to improve Maternal Health and VTP Services: Performance standard. Support the district in devising district plans to address district-specific health issues. Provide technical assistance to district and facility management team. Conduct outreach support visits (on site or virtual to all districts) with priority given to districts with poorest performance. Facilitate training in all key areas of women's health programme. Offer assistance and technical support to all districts to improve Maternal Health Services. Stakeholder Collaboration - Liaise with national and provincial Departments of Health, funders (like UNICEF), partners, and local stakeholders to ensure coordinated effort and program integration. Improve service delivery through capacity building: performance standard: Facilitate training of midwives and doctors where applicable on the new developments and protocols, as well as to maintain and improve skills and knowledge (e.g. ESMOE, EMOTIVE); engage districts to conduct skills audits for relevant trainings; Organize and provide orientation and training for healthcare providers and facility staff on VTP guidelines, screening, and preventative therapies. Monitor and evaluate maternal health services: performance standard. Review and update maternal health and VTP data elements. Quarterly reports prepared with remedial actions. Correct data errors. Analysis of relevant indicator performance with the team. Monitor quarterly the implementation of saving mothers recommendations. Undertake other managerial and administration duties; performance standard. Coordinate provincial maternal mortality confidential enquiry. Coordinate Provincial perinatal morbidity and mortality committee. EPMDS completed. Compile DORA. Participate in provincial and district interviews as panel member.

ENQUIRIES : Dr M Netshinombelo Tel No: (033) 395 2740

APPLICATIONS : all applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower. For Attention: Mrs N Radebe
Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.
"Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs"
"Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

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

of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE : 18 November 2026

POST 39/308 : **OPERATIONAL MANAGER NURSING (SPECIALTY)- NEPHROLOGY REF NO: GS 23/26**
Component: Nursing Department- Haemodialysis Unit

SALARY : R720 819 per annum, plus, 13th cheque, medical aid (optional), Homeowners allowance (employees must meet the prescribed requirements

CENTRE : Grey's Hospital

REQUIREMENTS : Grade 12 Certificate. Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. 1 Year Post–basic / Post graduate qualification in Nephrology Nursing Science. Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 9 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Nephrology Nursing Science. OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Nephrology Nursing Science. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the Haemodialysis Unit. Manage and provide a therapeutic environment for staff, patients and the public accessing health care services at Grey's Hospital. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high-quality nursing care is rendered to all clients accessing Renal health services at Grey's Hospital, taking into consideration safety risk assessments and patient safety incident prevention and reporting. Manage the utilisation and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement of Nephrology nursing care. Manage and instil discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance with quality care, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so

will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/309 : **OPERATIONAL MANAGER (SPECIALTY) REF NO: UMG 07/2026 (X1 POST)**

SALARY : R720 819 - R821 454 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Degree/ Diploma in General and Psychiatric Nursing/R425.Diploma in Psychiatric Nursing-Post Basic/Child Psychiatric Nursing. A minimum of nine (9) years of appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least seven (7) years of the period referred to above must be appropriate / recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric Nursing/Child Psychiatric Nursing. Valid Driver's License. Computer Literacy. Degree/Diploma in Nursing Management will be an advantage. Knowledge And Skills: Good communication, leadership, interpersonal skills. Conflict management and knowledge of labour basic qualification in Psychiatry (Advanced Psychiatric Nursing). Relations and disciplinary process/procedures. Human Resources and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, Infection Control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.

DUTIES : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with people of diverse intellectual cultural or racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increasing body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage disciplinary and grievance matters including monitoring and managing absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analysing their needs, formulating and implementing training and developmental strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDS. Participate in health promotion and illness prevention initiatives within the institution.

ENQUIRIES : Mrs ST Chule Tel No: (033) 3306146, Ext. 113

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human

		Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.
FOR ATTENTION	:	Mr VM Mvelase
NOTE	:	The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.
CLOSING DATE	:	17 November 2026
POST 39/310	:	**ASSISTANT DIRECTOR: AUDIOLOGY REF NO: PSH 30/2026 (X1 POST)**
SALARY	:	R664 410 per annum. Other benefits: 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
CENTRE	:	Port Shepstone Regional Hospital
REQUIREMENTS	:	Grade 12 / Matric or equivalent. Diploma / Degree as an Audiologist. A minimum of 8 years' experience after registration as an Audiologist of which 5 years must be appropriate experience in Management. Current registration with HPCSA as an Audiologist. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical and patient managements skills within the discipline. Ability to assess, diagnose and manage patients. Good communication skills. Sound ethical practice skills. Knowledge of data verification procedure and budgeting.
DUTIES	:	Represent the department on various meetings including cashflow. Monthly in-service training for Audiologists and Community Service staff. Development, implementation and supervision of quality improvement programmes within the Audiology department. Development & implementation of protocols and guidelines in line with local and international standards and best practice. Provide continuous professional development. Monitor and control all expenditure in the department. Conduct employee performance and development system. Cover the day-to-day management, administration and supervising of clinical services. Ensure that audiology services comply with health, safety and IPC regulations.
ENQUIRIES	:	Dr. Z.D Adonis Tel No: (039) 688 6044 or Dr. M.L Jona Tel No: (039) 688 6184
APPLICATIONS	:	Applications should be posted / hand delivered to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants are encouraged to utilise courier services/ S'THESHA WAYA WAYA or e-mail to PSRH.Recruitment@kznhealth.gov.za
FOR ATTENTION	:	Mr. Z.M Zulu
NOTE	:	NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications. Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (Copies should be submitted by

shortlisted candidates only). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (Ethical Conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 13 November 2026

POST 39/311 : **ULTRA-SONOGRAPHER REF NO: DANCHC 09/2026 (X1 POST)**
(Re- advertisement)

SALARY : Grade 1 R510 906 – R581 892 per annum
Grade 2: R598 260 – R683 808 per annum
Grade 3: R703 785 – R756 444 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and Housing allowance: Prescribed requirements to be met.

CENTRE : Dannhauser CHC

REQUIREMENTS : Grade 12/ Senior Certificate. Degree/ National Diploma in Ultrasound. Current registration with HPCSA as Sonographer. **Grade 1:** Experience: No experience after registration with the Health Profession Council of South Africa (HPCSA) as an ultra-sonographer in respect of RSA qualified employee who performed Community Service as required in South Africa. 1-year relevant experience after registration with HPCSA in respect of foreign qualified employees. **Grade 2:** Experience: A minimum of 10 years appropriate /recognisable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who performed community Service. 11 years' experience after registration with HPCSA in respect of foreign qualified employees. **Grade 3:** Experience: A minimum of 20 years appropriate /recognisable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who performed Community Service. 21 years' experience after registration with HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competencies required for the post: Sound knowledge of Obstetrics and Gynaecology ultrasound. Sound knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures. Knowledge of relevant Health and Safety policies, regulations and acts. Sound report writing and administrative skills. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem solving, teaching and training skills. Good interpersonal relations and ability to perform with a team. Computer literacy.

DUTIES : Provide high quality ultrasound services consistent with scope of practice and clinical standards. Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff. Participate in multidisciplinary team as part of medical and allied team. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele Principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement Programmes and National Core Standards. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes. Compile report and memos as required in the working environment. Assist with ultrasound patient booking. Perform other duties as per delegation by radiography management.

ENQUIRIES : Dr FP Mtshali Tel No: (034) 621 6100

APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za

FOR ATTENTION : Mrs DBP Buthelezi

NOTE : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae. Only shortlisted candidates for a post will be required to submit certified documents and proof of current

registration with the respective council on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panel shall score both technical exercises as an additional criterion in the interview process. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male

CLOSING DATE : 16 November 2026

POST 39/312 : **PROFESSIONAL NURSE SPECIALTY REF NO: GS 24/26 (X2 POSTS)**
Component: Nursing Department- Critical Care Unit

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 Certificate. Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. 1 Year post basic/post graduate qualification in Clinical Nursing Science (Critical Care). Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable 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/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring objectives of the critical care unit. Provide a therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high-quality nursing care is rendered to all clients accessing the critical nursing care services at Grey's Hospital. Ensure effective and efficient utilisation and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at improving critical care nursing. Instill discipline, professionalism and work ethics among employees. Ensure compliance with quality, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain constructive working relationships with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management within the unit.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email

Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). The employment equity target for this post is: African Male, Coloured Male, White Male, White Female.

CLOSING DATE : 16 November 2026

POST 39/313 : **PROFESSIONAL NURSE SPECIALTY- CHILD NURSING SCIENCE REF NO: GS 25/26**
Component: Nursing Department- Paediatric Unit

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 Certificate. Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. 1 Year post basic/post graduate qualification in Clinical Nursing Science (Child Nursing Science). Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable 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/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the Paediatric unit. Provide a therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high-quality nursing care is rendered to all clients accessing the Paediatric nursing care services at Grey's Hospital. Ensure effective and efficient utilisation and

supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at improving paediatric nursing care. Instill discipline, professionalism and work ethics among employees. Ensure compliance with quality, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain constructive working relationships with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management within the unit.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 16 November 2026

POST 39/314 : **PROFESSIONAL NURSE SPECIALTY- ADVANCED MIDWIFE REF NO: GS 26/26**
Component: Nursing Department- Maternity Unit

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 Certificate. Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. 1 Year post basic/post graduate qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable 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/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy

framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Implement the activities that are aimed at the reduction of infant, under-five, and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high-quality nursing care is rendered to all clients accessing maternal services in the facility, taking into consideration that CARMA objectives, ESMOE, KINC, Helping Babies Breathe, and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care for all pregnant women accessing care at the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilisation and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance with quality, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain constructive working relationships with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management within the unit

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). The employment equity target for this post is: African Male, Coloured Male, White Male, White Female.

CLOSING DATE : 16 November 2026

POST 39/315 : **DIAGNOSTIC RADIOGRAPHER REF NO: GJGM21/2026 (X1 POST)**
Component: Allied Health

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
Other Benefits: 13th Cheque, Medical Aid optional and Housing Allowance-Employee must meet prescribed requirements. In-hospitable Allowance 12%. Basic Knowledge of computed tomography (CT) will be an added advantage.

CENTRE : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS : Matric (Grade 12) or Senior Certificate. National Diploma / Degree in Diagnostic Radiography. Certificate with the Health Professionals Council of SA (HPCSA). Current Registration practice receipt with HPCSA as a Diagnostic Radiographer (Independent Practice). **Grade 1:** Experience: No experience required after registration. **Grade 2:** Experience: A Minimum of 10 years appropriate experience as a Diagnostic Radiographer after registration with the

Health Professions Council of South Africa (HPCSA) – Independent Practice. **Grade 3:** Experience: A Minimum of 20 years appropriate experience as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa (HPCSA) – Independent Practice. Knowledge, Skills & Competencies: Sound knowledge of diagnostic radiographic procedures and equipment. Sound knowledge of radiation control and safety. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts.

DUTIES : Provide high quality diagnostic radiography services. Execute all clinical procedures competently to prevent complications. Provide a 24 hour diagnostic radiography service. Promote good health practices and ensure optimal patient care. Promote Batho Pele principle in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in Radiography quality assurance programs. Participate in departmental policies and procedure development. Participate in monthly departmental meetings. Supervision of junior radiography staff and community service radiographers. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.

ENQUIRIES : Mr MR Leso (Radiography Manager) Tel No: (032) 437 6000

APPLICATIONS : Please forward Applications quoting reference number to: The Human Resource Management, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger, 4450. Email: GJGMpanzahospital.hrjobapplication@kznhealth.gov.za. Or hand deliver to GJG Mpanza Regional Hospital, Corner of King Shaka Street, Stanger

NOTE : Directions to Candidates: The following documents must be submitted: Applicants are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE : 13 November 2026

POST 39/316 : **PHYSIOTHERAPIST REF NO: UMG 12/2026 (X1 POST)**

SALARY : Grade 1: R413 121 - R472 395 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Degree in Physiotherapy Current registration with the HPCSA as a qualified physiotherapist. Computer literate. Experience: No experience after registration with HPCSA as an Independent Practitioner in respect of South African qualified employees who performed one year of community service. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession

(where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service. Knowledge And Skills: Knowledge of physiotherapy diagnostic assessment, therapeutic procedures and equipment. Good clinical reasoning skills, ability to plan and implement appropriate treatment plans/programs based on patient's needs. Practical knowledge of ethical code of conduct and Batho Pele principles, Disability Rights Charter and various clinical physiotherapy policies based on evidence -based practice. Good written and verbal communication skills. Good interpersonal skills, cultural competency and excellent ability to work in a multi-disciplinary team. Knowledge of scope of practice and referral criteria for other disciplines is essential. Good computer literacy skills. Ability to plan, organize and manage resources (both human and material). Creativity and Initiative, ability to think laterally and work independently. Insight into Community Based Rehabilitation. Ability to plan and implement individual and group programs where possible. Ability to determine need for assistive/mobility devices.

DUTIES : Demonstrate a sound understanding of Physiotherapy, techniques and practices. Assessment and appropriate physiotherapeutic management of MHCUs (Mental Health Care Users) with various levels of Intellectual and Physical Disabilities presenting with acute, sub-acute and chronic conditions requiring physiotherapy intervention. To attend regular ward rounds. Maintain up to date clinical records and daily statistics and generate reports as required. Participate in the implementation of EPMDS for junior staff. To provide guidance and supervision to junior staff, physiotherapy technicians, students. Participate in planning the HR and equipment requirements for the department e.g. Procurement Plans. Participate in activities aimed at ensuring quality service delivery e.g. Identify the need for, plan, implement and monitor Quality Improvement Projects, participate in peer review/Clinical audits/IHRM audits, assist in developing and reviewing SOPs and Risk Management Plans. Be responsible for general administrative duties of the department e.g. monthly stock take, ordering of monthly stock and non-stock items, submitting job requests. Function within a multi-disciplinary team and link to outside service providers, NGO's and organizations for people with disabilities to provide comprehensive holistic care. Assist in ensuring the delivery of a quality Physiotherapy service based on Batho Pele Principle and Human Rights Ethics with due consideration for people with disabilities and according to HPCS guidelines.

ENQUIRIES : Miss TA Chellan Tel No: (033) 330 6146, Ext. 225

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23, Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/317	:	**OCCUPATIONAL THERAPIST REF NO: UMG 15/2026 (X1 POST)**
SALARY	:	Grade 1: R413 121 - R472 359 per annum. Other Benefits: 13th cheque, Medical Aid and Housing Allowance optional (employees must meet prescribed requirements)
CENTRE	:	Umgeni Specialized Psychiatric Hospital: Howick
REQUIREMENTS	:	National Senior Certificate. Bachelor's degree or equivalent qualification in Occupational Therapy that allows for registration with HPCSA as an occupational therapist. Registration certificate with Health Profession Council of South Africa (HPCSA) as an Occupational Therapist. Computer Literacy. Valid Driver's License. Knowledge And Skills: Good communication and teambuilding skills. Sound knowledge of the current Health and Public Service Legislation, Regulations and Policies. Sound knowledge in the application of clinical Occupational Therapy theory, practice and ethics. Adequate knowledge and competent use of therapeutic media, equipment, craft and rehabilitation activities. Sound problem solving skills. Demonstrate leadership ability, discipline and interpersonal relationship skills. Ability to function under pressure with Mental Health Care Users. Good ability to organize self and the duties allocated for efficient time management.
DUTIES	:	To assess, plan and implement Occupational Therapy treatment methods within Occupational Therapy Services and the other allocated areas of work, including management of Intellectual Impairment services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and polices. Provide mentorship and guidance to Community Service Therapists and university students. Ensure accurate record keeping and all quality assurance requirements. Engage in skills development accordingly. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your department cost center. Support the immediate manager in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Occupational Therapy Services through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Occupational Therapy Services and contribute towards research and training as required.
ENQUIRIES	:	Mrs N Ramcharran Tel No: (033) 3306146, Ext. 244
APPLICATIONS	:	Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.
FOR ATTENTION	:	Mr VM Mvelase
NOTE	:	The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE	:	17 November 2026
POST 39/318	:	**SUPPLY CHAIN MANAGEMENT PRACTITIONER (DEMAND) REF GJGM02/2026 (X 1 POST)** Re-advertisement Component: Finance
SALARY	:	R413 001 per annum, plus 13th Cheque Housing Allowance (Employee must meet prescribed requirements). Medical Aid (Optional)
CENTRE	:	General Justice Gizenga Mpanza Regional Hospital
REQUIREMENTS	:	Senior Certificate Grade 12 or equivalent plus Degree or National diploma in SCM or relevant qualification plus 1-2 years clerical experience in public sector SCM environment. A Valid driver's licence code 8/10. Knowledge, Skills and Competencies: PFMA, Treasury Regulations and GRAP, Computer literacy (Basic Skills) and Excel knowledge Ability to work under pressure. Good interpersonal and communication skills. Knowledge of Batho Pele Principles. Must have eligible hand writing. Knowledge of administration procedures and Logis Certificate will be an added advantage.
DUTIES	:	Provide need assessment to ensure that required goods and services follow Departmental SCM Policy Framework, Practice Notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance, Conduct Market Research. Match required goods to relevant mandatory requirements. Respond promptly, courteously, and efficiently to suggestions, queries, and complaints. Manage the contract management function, Manage processes to customise standard contracts and service level agreements to ensure adequate SCM security and minimise departmental risk. Ensure that end users oversee contractual compliance by the service providers and those instances of non-compliance are addressed appropriately with suppliers. Manage early warning arrangements to minimise the impact of suppliers defaulting on service delivery. Liaise with provincial treasury on the restriction of non-performing suppliers. Manage a central database of all contracts for goods and services falling outside the scope of delegation of institutions and report on a regular basis on compliance issues and value for money. Adequate reporting and management of Irregular Expenditure, Deviations, Unauthorised and Fruitless & Wasteful Expenditure, Ensure risk and compliance. Manage the procurement plan and its implementation. Supervise the Demand Management Section.
ENQUIRIES	:	Mrs T.N Khumalo (Deputy Director Finance) Tel No: (032) 4376000
APPLICATIONS	:	Please forward Applications quoting reference number to: The Human Resource Management, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger, 4450. Email: GJGMpanzahospital.hrjobapplication@kznhealth.gov.za. Or hand deliver to GJG Mpanza Regional Hospital, Corner of King Shaka Street, Stanger
NOTE	:	Directions to Candidates: The following documents must be submitted: Applicants are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are

respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE : 13 November 2026

POST 39/319 : **SOCIAL WORKER REF NO: UMG 11/2026 (X1 POST)**

SALARY : Grade 1: R338 208 - R397 668 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Bachelor of Social Work. Registration with the South African Council for Social Service Professions. Valid Driver's licence. Computer certificate. Experience: No experience required. Knowledge And Skills: Knowledge and understanding of Mental Health Care Act No: 17 of 2002, Intellectual disability and physical disabilities. Knowledge and understanding of human behaviour and social system. Knowledge of government policies, Acts, legislation pertaining to social work practice. Theoretical knowledge, practical knowledge of all social work methods and social work principles. Decision-making, problem-solving skills, crisis intervention, planning and organizing skills. Ability to work under pressure with good insight, diplomacy and work with multidisciplinary team members. Good interpersonal relations and listening skills. Ability to write comprehensive social work reports. Ability to safeguard confidentiality. Verbal and written communication skills both in IsiZulu and English.

DUTIES : Facilitate the process of application for possible admission to Umgeni thus liaising with all the relevant external stakeholders and Umgeni MDT. Conduct psychosocial assessments of mental health care users and their families. Arrange and attend screening meetings. Provide counselling, social support, and psychoeducation to families living and caring for mental health care users with intellectual disabilities and other medical conditions. Strengthen family relations after admission. Provide pre-discharge planning. Design and implement quality improvement programmes. Develop and maintain good working relations with both external and internal stakeholders for better co-ordination of services and effective service delivery. Produce and maintain accurate records of social work interventions, process and outcomes. Keep up to date with new developments in the social work profession. Attend to ward rounds and meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Perform all the administrative functions required of the job, including writing comprehensive social work reports. Conduct home visits. Relieve in the absence of Social Worker.

ENQUIRIES : Miss NN Hadebe Tel No: (033) 330 6146, Ext. 268

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical

and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/320 : **PROFESSIONAL NURSES (GENERAL STREAM) REF NO: UMG 08/2026 (X5 POSTS)**

SALARY : Grade 1: R337 359 – R397 392 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Basic R425 qualification (Degree/Diploma in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse with Psychiatric. Experience: No experience required. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Knowledge of nursing care delivery approaches and special interest in Psychiatric Nursing. Good communication skills, report writing skills, Facilitation skills, Coordination skills, Liaison skills, Networking skills, Problem solving skills. Information management, Knowledge management, Planning and Organizing. Computer Literacy. Knowledge of Occupational Health and Safety, Infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills

DUTIES : Provide directions 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 heath 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. Perform a clinical nursing practice in accordance with the scope pf practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope pf practice and standards as determined by the relevant health facility and Nursing Act. Work as part of the multidisciplinary team to ensure good nursing care and work effectively, co-operatively and amicably with people of diverse intellectual, cultural and racial or religious differences. Assist the unit manager with overall management and the necessary support for the effective functioning of the unit. Execute duties and functions with proficiency in support of the aims and strategic objective of the institution and provide nursing care that lends itself to improve service delivery and maintain accurate and complete patient records. Ensure proper utilization of human and material resources and liaise with multi-disciplinary team to ensure continuity of patient care and supervise the provision of nursing care services by the other categories of nursing staff. Participate in health promotion and illness prevention initiatives within the institution and outreach programmes. Assist with performance planning, monitoring and evaluation of staff. Promote the culture of ethics and professionalism within the nursing profession. Ensure provision of accurate statistical information for data management. Participating in CPD (Continuous Professional Development)

ENQUIRIES : Mrs ST Chule Tel No: (033) 330 6146, Ext. 113

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X 23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human

Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/321 : **PHYSIOTHERAPY TECHNICIAN REF NO: UMG 16/2026 (X1 POST)**

SALARY : Grade 1: R279 870 - R317 880 per annum. Other Benefits: 13th cheque, Medical Aid and Housing Allowance optional (employee must meet prescribed requirements)

CENTRE Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Standard 8 (Grade 10). Physiotherapy Assistant diploma Physiotherapy Technician upgrade or 2-year Physiotherapy Technician diploma. HPCSA registration as a Physiotherapy Technician. Knowledge And Skills: Sound knowledge of all facets of physiotherapy related policies and practices as well as other relevant hospital and Department of Health policies and practices, sound knowledge of HPCSA guidelines and Code of Conduct. Sound knowledge of clinical Physiotherapy theory, practice and ethics, therapeutic procedures and use of therapeutic equipment. Knowledge of the condition and treatment of Intellectual Disability with associated physical disabilities. Good clinical skills in Physiotherapy within basic scope of practice as a Physiotherapy Technician. Good verbal and written communication skills, time management and problem-solving skills. Ability to work under pressure and within limited resources. Special ability to interact with patients with intellectual disability and associated physical disabilities and behavioural problems. Basic ability to co-ordinate, plan and organize with minimal guidance. Willing to learn and develop, open to correction and guidance.

DUTIES : Provide a limited Physiotherapy service to Mental Health Care Users according to physiotherapy professional standards of practice and within scope of practice. Conduct basic assessments, carry out treatment in consultation with a registered Physiotherapist and provide feedback regarding patient progress. Educate and train patients on use of assistive devices. Assist physiotherapists with treatment sessions and preparing treatment areas. Be responsible for the maintenance and monitoring of physical resources, assist with monthly stock take, assist in maintaining a neat and organized stockroom. To perform administrative functions as directed by supervisor. Ensure daily capturing of statistics of own caseload and timeous submission to supervisor. Compile reports as required. Assist with relevant clinics as delegated. Participate in health promotion and education and in-service training at institutional and community level. Participate in activities directed at improving the quality of physiotherapy service delivery including audits and implementation of QIPs. Participate in monthly departmental meetings. Serve as a physiotherapy representative on various relevant committees as allocated by supervisor. Ensure attendance of relevant training to obtain the number of CEUs determined by HPCSA to ensure continued HPCSA membership and to ensure

personal and professional growth and development. Maintain healthy professional relationships with clients and staff.

ENQUIRIES : Miss TA Chellan Tel No: (033) 330 6146, Ext. 225

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23, Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/322 : **ENROLLED NURSES REF NO: UMG 09/2026 (X10 POSTS)**

SALARY : Grade 1: R229 440 - R260 520 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Enrolled Nursing certificate that allows registration with the SANC as Enrolled Nurse. Experience: No experience required. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Knowledge of SANC rules and regulations. Good communication, writing, facilitation and interpersonal skills. Ability to function effectively as part of a multidisciplinary team. Basic understanding of clinical nursing care within a specialized unit.

DUTIES : Development and implementation of basic patient care plan. Provide basic clinical nursing care within the psychiatric unit under supervision. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Maintain patient hygiene, comfort and safety. Observe and report changes in patient condition. Maintain accurate records and reports. Ensure adherence to infection prevention and control standards. Work as part of a multidisciplinary team to ensure quality patient care.

ENQUIRIES : Mrs ST Chule Tel No: (033) -3306146, Ext. 113

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X 23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must

be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/323 : **ENROLLED NURSING ASSISTANT REF NO: UMG 10/2026 (X16 POSTS)**

SALARY : Grade 1: R181 230 - R207 225 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Nursing Assistant certificate that allows registration with the South African Nursing Council. Experience: No experience required. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Elementary communication skills. Elementary writing skills. Ability to function as part of a team. Interpersonal skills. Knowledge of scope of practice of an Enrolled Nurse Assistant. Ability to perform structured tasks under direct and indirect supervision of a Registered Nurse. Empathy, sensitivity and drive for excellence. Knowledge of SANC Rules and Regulations. Knowledge of Code of Conduct and Labour Relations. Skills in organizing and planning scheduled duties.

DUTIES : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Provision of Quality Nursing Care through the implementation of standards, policies and procedures. To abide by and ensure implementation of Nursing Care plans. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements and scope of practice. Ensure effective utilization of all resources. Abide by Infection Control and Prevention protocols. Execute duties and functions within the scope of practice. To provide elementary clinical nursing care. Assist in escorting patients to other hospitals. To execute duties with proficiency within prescripts of applicable legislation and to support the aim and objectives of the institution. To assist the Operational Manager to provide a safe and therapeutic environment. To maintain client satisfaction through quality service delivery. To maintain hygiene needs of patients and render assistance to all team members. Provide health education according to knowledge and scope of practice

ENQUIRIES : Mrs ST Chule Tel No: (033) 330 6146, Ext. 113

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department

OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

DEPARTMENT OF HUMAN SETTLEMENTS

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointment/s.

APPLICATIONS : Applications must be posted to: The Head of Department, KwaZulu-Natal Department of Human Settlements, Private Bag X54367, Durban, 4000 or hand delivered to: The Acting Director: Human Resource Management and Development, Department of Human Settlements, Ground Floor, Murchison Passage, 353-363 Dr Pixley ka Seme Street, Durban, 4001. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Mr. TW Khalishwayo

CLOSING DATE : 18 November 2026

NOTE : Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialed, a detailed curriculum vitae, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications not submitted on the fully completed new Z83 application forms will not considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and the interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity.

OTHER POSTS

POST 39/324	:	**PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A-C (X19 POSTS)** (3- year contract)
SALARY	:	R914 517 - R1 376 199 per annum, (OSD)
CENTRE	:	UGU District Ref No: PCPM UG 09/2026 (X1 Post) iLembe District Ref No: PCPM IL 09/2026 (X1 Post) Harry Gwala District Ref No: PCPM HG 09/2026 (X3 Posts) uThukela District Ref No: PCPM UTH 09/2026 (X3 Posts) uMgungundlovu District Ref No: PCPM UMG 09/2026 (X1 Post) uMzinyathi District Ref No: PCPM UMZ 09/2026 (X2 Posts) Amajuba District Ref No: PCPM AD 09/2026 (X1 Post) uMkhanyakude District Ref No: PCPM UMK 09/2026 (X2 Posts) King Cetshwayo District Ref No: PCPM KC 09/2026 (X2 Posts) Zululand District Ref No: PCPM ZD 09/2026 (X3 Posts)
REQUIREMENTS	:	Grade 12 or equivalent certificate. National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 3 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.
DUTIES	:	Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of: Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of: Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of: Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.
ENQUIRIES	:	Mr. TE Magagula Tel No: (031) 336 5245
NOTE	:	NB: Applicants are requested to submit separate application forms for each district they are applying for.
POST 39/325	:	**PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A-C: MIDDLE INCOME AND GAP MARKET IMPLEMENTATION REF NO: PCPM MIGP 09/2026** (3- year contract)
SALARY	:	R914 517 - R1 376 199 per annum, (OSD)

CENTRE : Durban

REQUIREMENTS : Grade 12 or equivalent certificate. National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 3 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

DUTIES : Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of: Report project progress to the Chief Construction Project Manager and Manage the projects' budgets and resources. Office Administration in terms of: Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of: Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

ENQUIRIES : Mr. TE Magagula Tel No: (031) 336 5245.

POST 39/326 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A-C: PROPERTY MANAGEMENT AND REHABILITATION REF NO: PCPM PM 09/2026**
(3- year contract)

SALARY : R914 517 - R1 376 199 per annum, (OSD)

CENTRE : Durban

REQUIREMENTS : Grade 12 or equivalent certificate. National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 3 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills.

Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

DUTIES : Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of: Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of: Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of: Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

ENQUIRIES : Mr. TE Magagula Tel No: (031) 336 5245.

POST 39/327 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A-C: SOCIAL HOUSING AND CRU REF NO: PCPM CRU 09/2026**
(3- year contract)

SALARY : R914 517 - R1 376 199 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : Grade 12 or equivalent certificate. National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 3 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

DUTIES : Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of: Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of: Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and

Development in terms of: Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

ENQUIRIES : Mr. TE Magagula Tel No: (031) 336 5245

POST 39/328 : **PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A-C (X8 POSTS)**
(3-year contract)

SALARY : R791 604 – R1 189 767 per annum, (OSD)
CENTRE : eThekwini District – South Ref No: PTRP 10/2026 (X1 Post)
eThekwini District – West Ref No: PTRP ETH 10/2026 (X1 Post)
uGu District Ref No: PTRP UD 10/2026 (X1 Post)
Harry Gwala District Ref No: PTRP HD 10/2026 (X1 Post)
uMzinyathi District Ref No: PTRP UMZ 10/2026 (X1 Post)
Zululand District Ref No: PTRP ZD 10/2026 (X1 Post)
uMkhanyakude District Ref No: PTRP UMK 10/2026 (X1 Post)
uThukela District Ref No: PTRP UTH 10/2026 (X1 Post)
REQUIREMENTS : Applicants must be in possession of a degree in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. Three years post qualification Town and Regional Planning experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Programme and Project management; Urban/Town and Regional Planning principles and methodologies; Knowledge of Research and Development; Knowledge of computer-aided applications; Urban/Town and Regional Planning knowledge of legal compliance, creating high Performance culture, Technical consulting, Professional judgement Knowledge of legal compliance; Knowledge of technical report writing; Networking; Decision making skills; Team work; Analytical skills; Creativity; Self-management; Problem solving and analysis skills, Customer focus and responsiveness; Communication literacy; Computer skills; Planning, organizing and execution skills; Language proficiency; Listening skills.
DUTIES : Ensure the application of town and regional planning principles in land development; Office administration and budget planning; Human capital development; research and development.
ENQUIRIES : Mr. LG Biyela Tel No: (031) 336 5403
NOTE : NB: Applicants are requested to submit separate application forms for each district they are applying for.

POST 39/329 : **GISc TECHNOLOGIST (PRODUCTION) GRADE A-C REF NO: GISc T 09/2026**
(3-year contract)

SALARY : R471 720 – R717 846 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : Applications must be in possession of a Degree in GISc related qualification plus 3 years relevant post qualification GISc experience. Compulsory registration with SAGC/PLATO as a GISc Technologist. A valid driver's license. Knowledge, Skills and Competencies: knowledge of human settlements and physical planning environment. Knowledge of the Land Information System (LIS) and Human Settlements Master Spatial Plan (MSP). Able to use science and technology effectively and critically; Strong GIS skills with two or more GIS packages; Analytical, statistical and Mathematical skills; Project Management skills; Programme and project management; Research and development; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Ability to solve problems; Collect, organize and critically evaluate information; Organization and management skills
DUTIES : Design and implement a spatial database to store the required datasets; Apply geo-referencing, datum and projection transformations; Design, develop and create goe-databases, maps and other related projects; Provide access to Spatial Information and Geographic Information Services to all clients in the department; Ensure interoperability between systems to maximize efficiency; Publish data into a web based GISc system to provide Geographical Information through the internet; Manage and implement knowledge sharing initiatives; Management of financial and human resources, Develop process

model and workflows diagram; Research, investigate and advise on new GIS technologies.

ENQUIRIES : Mr. LG Biyela Tel No: (031) 336 5403

POST 39/330 : **CHIEF WORKS INSPECTOR (X5 POSTS)**
(3- year contract)

SALARY : R413 001 per annum (Level 08)
CENTRE : eThekwini District – South Ref No: CWI SOUTH 10/2026 (X1 Post)
eThekwini District – West Ref No: CWI WEST 10/2026 (X1 Post)
iLembe District Ref No: CWI IL 10/2026 (X1 Post)
uThukela District Ref No: CWI UTH 10/2026 (X1 Post)
Amajuba District Ref No: CWI AD 10/2026 (X1 Post)

REQUIREMENTS : Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of National Building Regulations; Knowledge of NHBRC Home Building Manual; Knowledge of SABS specification on building material; Technical knowledge, Knowledge of Project Management principles, Numeracy skills; Literacy skills; Driving skills; Operating equipment skills; Language skills; Project management skills; Financial management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and honesty.

DUTIES : Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; Render an inspection service of work done on new projects and existing structures; Analyze and compile relevant project documents for new and existing structures; Manage the activates of contractors on project sites; Gather and submit information in terms of the extended public works programme; * Supervise the performance and conduct of Works Inspectors.

ENQUIRIES : related to the above-mentioned posts can be directed to:
eThekwini District (South) – Mr. WM Shange Tel No: (031) 319 3627
eThekwini District (West) – Mr. WM Shange Tel No: (031) 319 3627
iLembe District – Mr. WM Shange Tel No: (031) 319 3627
uThukela District – Mr. MF Yengwa Tel No: (033) 845 2021
Amajuba District – Ms. HNG Madi Tel No: (031) 336 5223

NOTE : NB: Applicants are requested to submit separate application forms for each district they are applying for.

POST 39/331 : **GISc TECHNICIAN (PRODUCTION) GRADE A-C REF NO: GIS TECH 09/2026**
(3- year contract)

SALARY : R407 337 – R610 131 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of a National Diploma in GISc, Cartography or relevant qualification plus a 3-year post qualification Technical (GISc) experience. Compulsory registration with PLATO as a GISc Technician. A valid driver's license. Knowledge, Skills and Competencies: Understanding of GIS applications and spatial data queries; Theory, principles and practices of GISc standards; Knowledge and capabilities of different GISc software's; Understanding of technologies such as GPSc, Photogrammetry and Remote Sensing; Knowledge of GISc software applications; Knowledge of GISc software customizations; Knowledge of projections; Knowledge of principles of cartography; Problem solving and analysis; Decision making; Teamwork; Analytical skills; Creativity; Self-management; Customer service; Communication and interpersonal skills; Advanced computer skills; Planning, organizing and execution skills; Language proficiency; Project management; Ability to work under pressure; Honest; Integrity, Ability to work extra hours.

DUTIES : Perform technical GISc activities; Maintain GISc unit effectiveness; People management; Functional requirement analysis.

ENQUIRIES : Mr. LG Biyela Tel No: (031) 336 5403

POST 39/332 : **LEGAL ADMINISTRATION OFFICER (MR-4) REF NO: LAO 09/2026**
(3-year contract)

SALARY : R403 929 – R461 838 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of an appropriate NQF 8 in Law or LLB degree with a minimum of 3-5 years appropriate post qualification legal experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the legislative framework that governs the operation of the Public Service; Knowledge of the law of Contract; Knowledge of the Housing Act and legislation; Knowledge of the Housing policies; Knowledge and experience in the interpretation of statutes; Knowledge of the Public Service Act and Regulations; Knowledge of PFMA; Knowledge of Human Resources Management; Knowledge of Performance Management; Financial Management skills; Project Management skills; Legal skills; Contract Administration skills; Communication skills (written & verbal); Computer skills; Problem solving skills; Conflict resolution skills; Change management; Facilitation skills; Interpersonal skills; Interpersonal skills; Presentation skills; Research skills (quantitative and qualitative); Analysis skills; Negotiation skills; Driving; Influencing skills; Time management skills; Networking skills.
DUTIES : Support the municipalities with land legal opinion; Provide legal advice with regards to land title processes matters; Conduct research and gathering of information to enable providing all land advice on ministerial enquiries; Coordinate the submission of input on drafting and amendment of legislation.
ENQUIRIES : Mr. LG Biyela Tel No: (031) 336 5403

POST 39/333 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 (X16 POSTS)**
(3-year contract)

SALARY : R289 296 – R564 846 per annum, (OSD)
CENTRE : eThekwini District – North Ref No: CDP NORTH 09/2029 (X1 Post)
eThekwini District – West Ref No: CDP WEST 09/2026 (X2 Posts)
iLembe District Ref No: CDP IL 09/2026 (X1 Post)
Harry Gwala District Ref No: CDP HG 09/2026 (X2 Posts)
uThukela District Ref No: CDP UTH 09/2026 (X1 Post)
uMgungundlovu District Ref No: CDP UMG 09/2026 (X1 Post)
uMzinyathi District Ref No: CDP UMZ 09/2026 (X1 Post)
Zululand District Ref No: CDP ZD 09/2026 (X2 Posts)
Amajuba District Ref No: CDP AD 09/2026 (X2 Posts)
uMkhanyakude District Ref No: CDP UMK 09/2026 (X1 Post)
King Cetshwayo District Ref No: CDP KD 09/2026 (X2 Posts)
REQUIREMENTS : National Diploma or Bachelor's Degree in Community Development, Social Sciences, Housing Studies, or a related Community Development qualification. A valid driver's licence. Knowledge, Skills and Competencies: Extensive knowledge of housing legislation, policy development and implementation; Extensive knowledge of housing delivery and development process; Computer based housing information systems; Knowledge of BEE, EPWP; Procurement, legal process, financial administration; Knowledge of HRM prescripts and Public Service Regulations; Knowledge of Contract Administration & Legal proceedings; Knowledge of Building Structure Standards; Basic knowledge of Infrastructural Services; Knowledge of local government structures and legislation; Knowledge of public service act; Knowledge of PFMA, MFMA and Treasury Regulations; Ability to interpret and apply policy; Problem solving; Project management; Report writing skills; Project Facilitation; Computer literacy; Interpersonal relations; Conflict resolution; Communication skills; Financial skills; Basic Housing design and specification (PHP); Co-ordination skills; Planning skills; Time management skills; Public speaking; Protocol skills (Inkosi); Listening skills; Presentation skills; Demonstrate interest in housing matters; Receptive to suggestions and ideas; Innovative thinker; Pro-active; Team orientated; Goal orientated; End user focus; Willingness to travel extensively; Client focus (Batho Pele); Work after hours/weekends where necessary.
DUTIES : Identify and facilitate the implementation of integrated community development in partnership with the community and other relevant stakeholders; Liaise and coordinate with all relevant role players, internal and external stakeholders (in departments, provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and to ensure the suitability of

development actions with community; Support communities and perform administrative support on the community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Enquiries related to the abovementioned posts can be directed to:
eThekwini District – North – Mr. WM Shange Tel No: (031) 319 3627
eThekwini District – West – Mr. WM Shange Tel No: (031) 319 3627
iLembe District – Mr. WM Shange Tel No: (031) 319 3627
Harry Gwala District – Mr. WM Shange Tel No: (031) 319 3627
uThukela District – Mr. MF Yengwa Tel No: (033) 845 2021
uMgungundlovu District – Mr. MF Gwala Tel No: (033) 845 2021
uMzinyathi District – Mr. MF Yengwa Tel No: (033) 845 2021
Zululand District – Ms. NN Nombela Tel No: (031) 336 5223
Amajuba District – Ms. HNG Madi Tel No: (031) 336 5223
uMkhanyakude District – Mr. TH Makeleni Tel No: (035) 572 1038
King Cetshwayo District – Mr. NA Khanyezi Tel No: +27 0 111 0090

NOTE : NB: Applicants are requested to submit separate application forms for each district they are applying for.

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 13 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the

intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 39/334 : **ADMINISTRATION CLERK REF NO: KZN AC 01/10/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Technology Management Services: Durban
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Render duties of administrative nature which will include general administration duties as well as specific administrative duties. Maintain and Administer the Human Resource. Maintain the financial Resources of the section. Maintain and control physical Resources. Maintain and co-ordinate administrative services of the station.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 39/335 : **ADMINISTRATION CLERK REF NO: KZN AC 02/10/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Technology Management Services: Durban
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant experience and relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Provide first line technical support to users for hardware, printers, network related and Radio technical issues. Log, track and escalate IT incident and service requests as required. Assist users with password reset; user account administration, and system access request. Perform basic troubleshooting of desktops, laptops, printers' scanners and mobile devices. Support the installation, configuration, and deployment of IT equipment and software. Monitor and report IT equipment faults and maintenance requirements. Assist in setting up work workstations, video conferencing facilities, and presentation equipment. Provide basic support for Microsoft Office applications, email system, and business applications. Liaise with ICT Technician, service providers, and vendors regarding technical issues. Render duties of administrative nature which will include general administration duties as well as specific administrative duties.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 39/336	:	**ADMINISTRATION CLERK REF NO: KZN AC 03/10/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Technology Management Services: Durban
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa, of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Manage incoming and outgoing correspondence related to ICT and Radio Technician Services. Schedule meetings, maintain calendars.co-ordinate ICT and Radio Technical related activities. Compile statistics, reports, and monthly performance information. Perform any other administrative and ICT support duties assigned by supervisors.
ENQUIRIES	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
POST 39/337	:	**ADMINISTRATION CLERK REF NO: KZN AC 04/10/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Technology Management Services: Durban
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Maintain accurate records of ICT and/or Radio Technical support. Request, resolution, and service reports. Capture, update and maintain information on ICT, Radio Technical Asset registers and inventories. Prepare correspondence, reports, memorandum, and presentation related to ICT and Radio Technical activities. File, organize, and maintain IT documentation and Records
ENQUIRIES	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/ACPetersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
POST 39/338	:	**ADMINISTRATION CLERK REF NO: KZN AC 05/10/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Technology Management Services: Durban
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal

skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Maintain an up to date register accurate records of ICT, Radio Technical assets and equipment. Conduct a periodical stock takes and verification of ICT, Radio Technical Assets. Monitor the movement, allocation, and disposal of ICT, Radio Technical equipment, Ensure compliance with Organizational asset management policies and procedures.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 39/339 : **CLEANER**

SALARY : R144 024 per annum (Level 02)

CENTRE : Technology Management Services: PHO Ref No: KZN CL 01/06/2026 (X1 Post)
SAPS Durban ICTU Ref No: KZN CL 02/06/2026 (X1 Post)
SAPS Ulundi ICTU Ref No: KZN CL 03/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills Competencies: Understanding of how to handle cleaning detergents; Occupational AND Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

APPLICATIONS : Applications may be hand-delivered, as follows:
The Provincial Commissioner: Provincial Recruitment, 15 Bramficher Road, Durban 4000 (Servamus Building) Or can be posted in the following address:
The Provincial Commissioner: Provincial Recruitment, P.O. Box 1965, Durban 4000 (For attention: Lt Colonel S.N Zondo)
Via Email: KZN: Prov:HRPA: Recruitment: Nkosi SV - PPO NkosiS2@saps.gov.za
KZN: Prov: HRPA: Petersen HD - SAC PetersenH@saps.gov.za
Mbokazi Sby: MbokaziSS@saps.gov.za
Moodley Shaun MoodleyS3@saps.gov.za

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 17 November 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 32 dated 04 September 2026, the post of Chief Director: Financial Accounting (Provincial Office, Mbombela, Nelspruit) with Ref No: MPDoH/Sep/26/1510 has been withdrawn.

OTHER POSTS

POST 39/340 : **MEDICAL SPECIALIST GRADE 1 - 3: OBSTETRIC & GYNAECOLOGY REF NO: MPDOH/OCT/26/1670**

SALARY : Grade 1: R1 395 528 - R1 479 723 per annum
Grade 2: R1 592 274 - R1 688 553 per annum
Grade 3: R1 844 151 - R2 301 186 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics & Gynaecology (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge

of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for qualified foreign employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Obstetrics & Gynaecology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

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

POST 39/341 : **HEALTH INFORMATION OFFICER REF NO: MPDOH/OCT/26/1671**

SALARY : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years' experience in DHIS or Diploma / Degree (NQF Level 6/7) in Statistic / Information Management as recognized by SAQA with three (3) relevant experience in DHIS. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.

DUTIES : Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.

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

ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications can be posted to the Provincial Head: Human Resource Management, Recruitment Office, and Private Bag X5001, Kimberley, 8300 or hand deliver to 19 George Street (locked silver container at entrance), Kimberley 8301 or e-mail to one of the following e-mail addresses:
DiamondEN@saps.gov.za
SyfersRC@saps.gov.za
MoorcroftT@saps.gov.za

CLOSING DATE : 13 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POST

POST 39/342	:	**ADMINISTRATION CLERK REF NO: NCTMS 1/10/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Radio Technical Units: (TMS): Kimberley
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Administer Human Resource Management (HRM) policy implementation and compliances. Administer Financial Service support and expenditure administration. Administer effective and efficient SCM functions: procurement related functions at the Unit. Render effective and efficient Administration Service support. Administer Loss Management at the Unit
ENQUIRIES	:	Lieutenant Colonel Diamond / PPO Syfers / PO Moorcroft Tel No: (053) 839 2864/ 2813/ 3724

PROVINCIAL ADMINISTRATION: WESTERN CAPE
WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.

CLOSING DATE : 20 November 2026

NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening, and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

POST 39/343 : **CHIEF DIRECTOR: ASSESSMENT AND EXAMINATIONS REF NO: 337**
Chief Directorate: Assessment And Examinations

SALARY : R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and

discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the Province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES : Line Management: Line management, advice and guidance in respect of the following functional areas: Develop and maintain the assessment systems pertaining to all phases of curriculum delivery: Develop provincial assessment systems and see to application of national assessment systems; Build skills and capacity in respect of the application of assessment systems; Review assessment systems based on feedback and feed into provincial intervention programmes and national review processes; Administration support regarding examination irregularities. Manage the planning and administration of examinations and certification throughout the education system: Administer examination and certification processes; Provide a provincial printing service and manage examination distribution and marking services; Provide administrative support services. Plan, manage and coordinate the development and implementation of examination and assessment information systems for the Chief Directorate: Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems; Manage and monitor the development of new systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with CeI and SITA; Oversee the provision of user management services; Drive training, capacity-building and knowledge sharing practices; Build capacity of district staff to perform examination and assessment related functions. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to Digital government and ICT. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Branch. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate Plan. Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate budget and expenditure. Assume direct accountability to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/committees on all aspects of the Chief Directorate finances. Assume overall accountability for the management,

maintenance and safekeeping of the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Complete and submit record as per reporting requirements. Risk Management: Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Consult with security service partners and structures.

ENQUIRIES : Mr B Loriston Tel No: (021) 467 2946

POST 39/344 : **CHIEF DIRECTOR: PHYSICAL RESOURCES REF NO: 339**
Chief Directorate: Physical Resource Management

SALARY : R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Proven knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES : Line Management: Strategic management, advice and guidance in respect of the following functional areas: Develop and manage strategies, policies, systems, norms / standards, plans and leases related to infrastructure programmes / projects: Determine and maintain physical resources framework for schools, hostels and office accommodation. Determine policies, strategies and procedures for capital, scheduled, day-to-day and emergency maintenance projects. Draft infrastructure inputs for Provincial Infrastructure-, Departmental Strategic-, Annual Performance- and Service Plans and Annual Report. Compile the U-AMP. Interpret, customise / develop and legislate functional and technical norms and standards as issues by DBE. (Technical norms and standards need to be interpreted, customised and approved in consultation with the implementing agent. Manage leases and facilities estate management. Manage the delivery of the total programme of infrastructure projects through the interaction with and monitoring / oversight of the Implementing sound financial accounting practices: Prepare the IPMP (including construction procurement strategy) based on the U-AMP and the MTEF with inputs being provided by the implementing agent. Provide project / programme information and inputs when the IPIP is drafted by the implementing agent. Draft SDA with implementing agent. Rigorously review and sign-off IPIP, different PEPs during the different phases of project implementation. Implement day-to-day maintenance and emergency projects

and programmes. Implement compliance with OHS requirements. Develop and implement Disaster Management Plan. Financial management and reporting. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Department. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan. Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure. Assume direct accountability to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/ committees on all aspects of the Chief Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate assets. Assume direct accountability to ensure that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr S Abrahams: Tel No: (021) 467 2051

POST 39/345 : **CHIEF DIRECTOR: BUSINESS INTELLIGENCE MANAGEMENT REF NO: 340**
Chief Directorate: Education Planning

SALARY : R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven

knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES : Line Management: Line management, advice and guidance in respect of the following functional areas: Plan, manage and coordinate education research: Plan required research; Manage and coordinate research; Publish and report on research findings. Coordinate the departmental policy development process: Initiate and evaluate requests for policy development; Facilitate policy alignment within the department; Manage the policy register; Facilitate the policy communication process; Provide expert advice and support on policy development; Facilitate the legislative process of primary and secondary statutory policy. Develop and manage education knowledge, information-, record systems and coordinate ICT: Develop and maintain WCED knowledge management and information systems; Develop and maintain record management systems; Plan, manage and coordinate ICT infrastructure and services. Monitor and evaluate the performance of education delivery at all levels and areas of the education system: Develop and maintain a departmental framework for M&E aligned to Provincial and National M&E Frameworks i.e WSE / SE); Provide advice in generating and developing performance and output indicators; Collate, process and analyse data for relevant performance and output indicators for transversal and departmental programmes; Ensure efficiency and effectiveness in organisational performance systems and reporting; Provide baseline / benchmark information to measure results on the programme in relation to the PSOs; Evaluate relevance, efficiency, effectiveness, impact and sustainability of departmental policies and interventions. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to Digital government and ICT. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Branch. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate Plan. Motivate, train and guide employees within the Chief Directorate to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate budget and expenditure. Assume direct accountability

to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/committees on all aspects of the Chief Directorate finances. Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate. Assume direct accountability to ensure that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr S Abrahams Tel No: (021) 467 2051

POST 39/346 : **DISTRICT DIRECTOR REF NO: 338**
District Office: Cape Winelands Education District Office

SALARY : R1 317 384 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Worcester

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at middle or senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Knowledge of the Education Environment. Extensive knowledge of applicable policies and procedures. Management principles. Public Service procedures. Knowledge of People Management processes. Employee relations. Financial management. Project Management. Skills: Interpret and apply relevant policies and procedures. People management planning. Problem solving skills. Sound Budgeting skills. Communication & Facilitation Skills (including report writing & presentation skills). Strong organisational skills. Strategic thinking and planning. Core Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process competencies: Knowledge Management. Service Delivery. Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication.

DUTIES : Oversee the management of Public Ordinary and Public Special Schools within the district circuits to be effective and efficient in order to deliver quality education: Ensure that Public Ordinary and Public Special Schools are effectively and efficiently managed and governed. Promote leadership and managing principals and support the management of staff (employees) in Public Ordinary Schools and Public Special Schools. Ensure the implementation of the curriculum at Public Ordinary and Public Special Schools within the district. Ensure Learner Support (Inclusive and Specialised Learner and Educator Support) services to Public Ordinary and Public Special Schools. Oversee the district business planning, information management, school management and governance support and, people management within the Education District: Ensure the implementation and dissemination of information, facilitate ICT services and prepare, implement and monitor the district business planning processes and intergovernmental relations. Provide developmental support to Public Ordinary-, Public Special Schools and Hostels to ensure effective and efficient school management and governance. Develop, support and monitor the implementation of sound administration and financial management processes and the implementation of recommendations within Public Ordinary-, Public Special Schools and Hostels. Provide infrastructure planning and monitor delivery of Public Ordinary-, Public Special Schools and Hostels within the district. Administer and monitor learner transport. Manage and monitor the implementation of the National School Nutrition Programme (NSNP). Manage and monitor the implementation of School Safety and Occupational Health and Safety within Public Ordinary-, Public Special Schools and Hostels. Manage and monitor the implementation of school enrichment programmes within Public Ordinary- and Public Special Schools. Provide a people management service in the district. Develop, manage, monitor and report on the workplace skills and the professional development plans for the district. Monitor and administer the staff performance management systems within the district. Manage the health and

wellness programmes within the district. Facilitate the compilation of the district people management plan and placement of interns within the district. Oversee the delivery of the curriculum at Public Ordinary and Public Special Schools: Advise schools on national and provincial policies and assist schools to implement them appropriately. Monitor, evaluate and support curriculum implementation. Provide school-based assessments, internal and external examinations (National Senior Certificate – NSC), and national and provincial assessments at district level. Facilitate and support the implementation of Information and Communication Technology (ICT) at Public Schools (including communication, e-Education and e-Administration). Promote the establishment, development, administration and effective use of various school library models (including mobile libraries). Oversee learner support to Public Ordinary- and Public Special Schools: Facilitate and coordinate specialised education programmes including psychological, social work, HIV/AIDS, career guidance, remedial and therapeutic services for all learners. Advance learner health and well-being. Oversee district level corporate service: Promote sound financial and supply chain management (SCM) services. Render a financial accounting service. Provide a management accounting service. Render an asset management service. Manage the SCM service. Monitor financial compliance of Public Ordinary-, Public Special Schools, hostels and provide pre-forensic investigations within the Education District. Evaluation of approved budget of Public Schools and hostels. Manage the evaluation of annual financial statements of Public Schools. Manage the evaluation of the bi-annual financial statements of Public Schools. Verify the monthly compliance of payments (e.g. municipal accounts, LTS, LTSM, etc.). Perform a budget monitoring function in respect of Section 20 schools. Manage pre-forensic investigations. Provide a logistical support service. Manage and monitor GG transport in the district. Manage and maintain district records. Provide a facility support service. Manage and maintain the district- and Circuit Offices infrastructure and grounds. Manage Occupational Health and Safety at the District and Circuit Offices. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of people management plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound employee relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Report to the Chief Director on all aspects of the Directorate's finances. Assume overall responsibility for the management, maintenance and safekeeping of Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Ms. Heather Van Ster Tel No: (021) 467 2089

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.

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

CLOSING DATE : 16 November 2026, 17:00PM

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POSTS

POST 39/347 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (HEPATOBILIARY SURGERY)**

SALARY : R2 168 145 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 Professional Council of South Africa (HPCSA) as Medical Sub-Specialist in Surgical Gastroenterology, Hepatobiliary Surgery. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist Surgical Gastroenterologist, Hepatobiliary Surgeon. Experience: A minimum of 3 years appropriate experience as a Medical Sub-specialist after registration as a Medical Sub specialist in Surgical Gastroenterology, Hepatobiliary surgery. Inherent requirements of the job: It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to conduct clinically relevant research in the field of Surgical Gastroenterology, Hepatobiliary surgery. Ability to teach and train undergraduate and post graduate students and sub specialist fellows. Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in Surgical Gastroenterology, Hepatobiliary surgery. Insight into challenges of local health care delivery, diversity, transformation and equity.

DUTIES : Surgical Gastroenterology, Hepatobiliary surgery clinical service provision and management in the Groote Schuur Hospital Surgical Gastroenterology, Hepatobiliary Surgery Unit. Management and training of surgical staff. Participation in academic and management activities of the division.

ENQUIRIES : Prof L Cairncross Tel No: (021) 406-6229

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/348 : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Garden Route District

SALARY : R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Mossel Bay Hospital, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the district. A commuted overtime contract is compulsory, and willingness to work after-hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Appropriate management experience in a Health Facility. Postgraduate qualification in healthcare management.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. 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 division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr JB van Jaarsveld Tel No: (044) 604 - 6101

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment and competency assessment.

POST 39/349 : **REGISTRAR (MEDICAL) (OTORHINOLARYNGOLOGY)**
(5-Year Contract)

SALARY : R1 041 402 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 (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). 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 complex but could be required to work across the platform on request. Competencies (knowledge/skills): FCS part 1 as well as experience in research/publications. Appropriate clinical experience in General and/or ENT Surgery. Effective leadership and interpersonal skills.

DUTIES : Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of ENT Surgery. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to ENT.

ENQUIRIES : Dr K Moodley, email: kitesh.moodley@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 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 Stelllenbosch 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)".

POST 39/350 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Orthopaedic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. **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 Orthopaedic Surgery. **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 Orthopaedic Surgery. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. Clinical and surgical competency in orthopaedic trauma surgery, Clinical experience in secondary and tertiary orthopaedic trauma surgery provision.

DUTIES : Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. Participate in after hour service provision. Orthopaedic trauma surgery specialist clinical service provision. Be prepared to work across western metropole platform ecosystem as service requirements dictate.

ENQUIRIES : Prof RN Dunn Tel No: (021) 404-5108

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. 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). Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist 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.

POST 39/351 : **REGISTRAR (MEDICAL) (ANAESTHESIOLOGY) (X5 POSTS)**
(4-Year Contract)

SALARY : Grade 1: R1 041 402 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 a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). 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. FCA(SA) Primary exams 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

NOTE : No payment of any kind is required when applying for this 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 Stelllenbosch 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)”.

POST 39/352 : **REGISTRAR (MEDICAL FAMILY MEDICINE)**
(4-Year Contract)
Central Karoo District

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Central Karoo District Office (Stationed Beaufort West Hospital with associated PHC Centres and short opportunities at George Regional Hospital as needed)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver’s license and willingness to travel. Willingness to work overtime. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.

DUTIES : Clinical service provision, including participating in community-orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health sciences students. Research and Professional Development (incl. completion of MMED mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the leadership and clinical governance activities.

ENQUIRIES : Dr H Hendriks Tel No: (023) 414-8200

NOTE : No payment of any kind is required when applying for this post. Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines.” -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 for a maximum contract period of 4 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. -All applicants are required to apply simultaneously to the relevant university when they submit their application. The links to the applications portals are as follows: Stellenbosch University: http://www.sun.ac.za/english/maties/apply. “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” -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/353 : **MEDICAL OFFICER GRADE 1 TO 3 (NEUROSURGERY)**
(1-Year Contract)

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

CENTRE : 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 a professional council: Registration with the HPCSA as a 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 recognized 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 recognized 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: Commuted overtime is compulsory. Emergency and after hour call cover. A certificate of ATLS and Basic Surgical skills course completed. Competencies (knowledge/skills): Ability to work under pressure in a team. Appropriate and

sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Evidence of interest in Neurosurgery. Research experience.

DUTIES : Clinical Service: Patient Care. Clinical Service: Operative. Clinical Governance. Learning. Teaching & Training. Research. Professional development.

ENQUIRIES : Vuyiwe Bathaka, email: Vuyiwe.bathaka@uct.ac.za

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)". Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer 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.

POST 39/354 : **REGISTRAR (MEDICAL) (NEUROSURGERY) (X2 POSTS)**
(5-Year Contract)

SALARY : Grade 1: R1 041 402 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 a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in neurosurgery. FCS (SA) part 1A. A certificate of ATLS and Basic Surgical skills course completed. Research experience. Experience as a medical officer in Neurosurgery or other relevant experience in Neurosurgery.

DUTIES : Clinical Service: Patient Care. Clinical Service: Operative. Clinical Governance. Learning/ Teaching & training. Research. Professional development.

ENQUIRIES : V Bathaka, email: Vuyiwe.bathaka@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. 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 registrar-ship 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. 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." 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. 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 Department of Health is guided by the principles of Employment Equity. 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.

POST 39/355 : **DENTIST GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R1 011 516 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs). (plus, a non-pensionable, rural allowance of 22% of the basic annual salary)

CENTRE : Beaufort West Sub-district, PHC Outreach and Support

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the Central Karoo District. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Central Karoo District. Provide a holistic dental service independently and as part of a team in a hospital and primary health care setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within Central Karoo District in absence of a peer colleague.

ENQUIRIES : Dr V Arendse Tel No: (023) 414-8200

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/356 : **ASSISTANT MANAGER NURSING (SPECIALTY: FORENSICS)**
Chief Directorate: Metro Health Services

SALARY : R785 568 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). Or A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science OR a post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy skills. Basic financial and statistics management skills. The ability to communicate (verbal and written).
DUTIES : Effective management of the Psychiatric wards and coordination of all activities and communication with the relevant supervisors and stakeholder. Management and monitoring the effective utilisation of human, financial and physical resources. Deliver a quality psychiatric nursing care throughout the hospital and provide on-going support to the nursing service. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal Hospital Standards. Supervision of the implementation of effective processes and practices to all statistical information needed to render a quality mental health service. Liaising with relevant stakeholders on day and night shift including referring hospitals, family members, security service and SAPS. Participate in and encourage nursing research at the institution.
ENQUIRIES : Mr V Nel Tel No: (021) 826-5802
NOTE : No payment of any kind is required when applying for this post.

POST 39/357 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OBSTETRICS SERVICES: ANTENATAL HIGH-RISK CLINIC)**

SALARY : R720 819 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. 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. Strong leadership and interpersonal skills. Good written and verbal communication skills.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Participative management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

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

POST 39/358 : **OPERATIONAL MANAGER NURSING GRADE 1: (GENERAL: FEMALE SURGERY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R571 161 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to communicate verbally and in writing. Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU)structure. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote

professional growth and self-development, including leadership skills and behaviours.

ENQUIRIES : Ms M Rust, email: Magda.rust@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 39/359 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (5/8TH POST)**

SALARY : Grade 1: R567 261 per annum
Grade 2: R659 559 per annum
Grade 3: R763 653 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 Clinical Psychologist. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Relevant experience in comprehensive personality and neuropsychological assessment of child, adolescent and adult patients. Relevant experience in assessment diagnosis and psychotherapy with respect to individual, group, couples and families. Ability to work within multi-disciplinary teams.

DUTIES : To manage and provide psychological services to patients of designated units in Tygerberg Hospital including Child, Adolescent and Adult Psychology; to train and supervise interns in Clinical Psychology. -Contribute to the teaching and training of students at the associated Faculty of Health Sciences. Participate in the academic activities of the associated university. Administrative duties.

ENQUIRIES : Mr C Arendse Tel No: (021) 938-9616
NOTE : No payment of any kind is required when applying for this post.

POST 39/360 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)**

SALARY : Grade 1: R510 906 per annum
Grade 2: R598 260 per annum
Grade 3: R703 785 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees.

Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. Appropriate experience in vascular ultrasound. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems. Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training.

DUTIES : Perform procedures in vascular ultrasonography. Ensure quality image analysis to accurately contribute to diagnosis of abnormalities. Provide quality patient-centered care to all patients. Actively participate as a member of the health service institution. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other appropriate duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Operate imaging equipment and review images to ensure they are of good quality. Provide training and support as appropriate.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021) 404-4187

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)".

POST 39/361 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Asla CC, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year Bachelor's degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional 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 Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when needed. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement

Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ 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: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/362 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X5 POSTS)**
Garden Route District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : PHC Support and Outreach, George Sub-district Clinics

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when needed. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814 -1100

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ 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: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).

POST 39/363 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)**
Central Karoo District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
(Plus non pensionable rural allowance of 12% of your annual basic salary)

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC Advance Midwifery and Neonatal Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Good communication skills (both written and verbal). Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of maternal and neonatal health care services within the hospital setting. Computer literacy.

DUTIES : Provision of optimal, holistic specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislation. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.

ENQUIRIES : Mr T Ntombana Tel No: (023) 414 - 8200

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/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 or post graduate diploma in the relevant specialty. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/364 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)**
West Coast Health District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Clanwilliam Hospital, Cederberg Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing

Science (R212) OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R 1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration with the SANC as Professional Nurse 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 or post graduate diploma in the relevant specialty. Inherent requirements of the job: Must be prepared to work shifts, weekends, public holidays and overtime. Competencies (knowledge/skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Provision of high quality, holistic and specialized Nursing care within set standards and within Professional / legal framework in a specialized Maternity section. Effective utilization of Human, financial and material resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Mr NM Goeieman Tel No: (027) 482-2166

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.

POST 39/365 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X5 POSTS)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : **Tygerberg Hospital, Parow Valley:**
(Post Natal and Antenatal (X2 Posts)
Antenatal (X1 Post)
OBS and Gynaecology (X2 Posts)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post Graduate Diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the relevant speciality after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the maternity module. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the

Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilise human, material and physical resources and develop self and others.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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 or post Graduate Diploma (R635) accredited with the SANC in Midwifery.

POST 39/366 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Malmesbury CDC, Swartland Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. OR A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate in-depth knowledge of Nursing and public service legislation. Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service.

DUTIES : The effective execution and assist with the management of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.

ENQUIRIES : Mr RA Christoffels Tel No: (022) 482-2729

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/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 Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/367 : **EMS STATION MANAGER GRADE 3 TO 6 (X4 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 3: R413 199 per annum
Grade 4: R499 311 per annum
Grade 5: R584 604 per annum
Grade 6: R649 260 per annum

CENTRE : Overberg (Swellendam and Caledon)
Cape Winelands (Robertson)
West Coast (Vredenburg), Emergency Medical Services

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 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). Registration with a professional 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. 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). 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 : EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219 / Mr M Jacobs Tel No: (028) 284-9100

EMS West Coast District Office; Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
EMS Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022

NOTE : No payment of any kind is required when applying for this post.

POST 39/368 : **SPEECH THERAPIST GRADE 1 TO 3**
(Contract until March 2029)
Garden Route District

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Garden Route District Office, George

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Registration with a professional council: Registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession in Speech Therapy or Speech Therapy and Audiology (where applicable in respect of RSA qualified employees). 1-year relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 in Speech Therapy or Speech Therapy and Audiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 in Speech Therapy or Speech Therapy and Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Speech Therapy services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.

DUTIES : To provide Speech Therapy services at facility level (hospitals and primary healthcare facilities) and community level in the Garden Route District, inclusive of adult and paediatric patients with disorders in speech, language, feeding, swallowing, fluency, voice and cognition within the scope of practice of a Speech Therapist. To provide education and training to healthcare professionals, community health workers and patients and plan Speech Therapy related health awareness activities according to the health awareness calendar. To adhere to departmental rules and values. To work and be part of a multi-disciplinary team. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.

ENQUIRIES : Ms B Zandberg Tel No: (044) 803 - 2700

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 health professionals who apply for the first time for registration in

a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/369 : **COMMUNITY LIAISON OFFICER**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Klipfontein / Mitchells Plain Sub-structure office
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in facilitating community participation. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects. A working knowledge of Health-related regulation pertaining to the district health council, the hospital boards and clinic committees. Good co-ordination, problem solving and training skills. Computer literacy (Ms Word, PowerPoint and Excel). Working knowledge of governance-related legislation and regulations, and health promotion principles. Understanding of communication processes with communities, internal staff, and external partners. Ability to compile reports, take minutes, capture community feedback, and perform administrative duties accurately.
DUTIES : Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, co-ordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties. Provide technical and administrative support to the Violence Prevention unit, as required.
ENQUIRIES : Dr M Paleker Tel No: (021) 370-5000
NOTE : No payment of any kind is required when applying for this post.

POST 39/370 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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: Render a 40 - hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good

interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.

DUTIES : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in a after hour service of the department.

ENQUIRIES : Ms T September Tel No: (021) 799-1173

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 with their job application/on appointment. 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)"

POST 39/371 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist: Critical Care. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist in Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist 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 Clinical Technologist, in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist 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 Clinical Technologist. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist 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: Required to Independently do standby and overtime. Competencies (knowledge/skills): Adhere to all legal requirements, protocols and procedures. Ability to perform procedures at a highly skilled level. Problem solving skills. Good human relations skills, be reliable, responsible and hardworking. The ability to prioritize and manage time effectively. Work well within a group at all levels of authority. Good writing and communication skills. Basic computer literacy.

DUTIES : Deliver comprehensive critical care clinical technology services to all patients at a tertiary level. Actively participate in clinical ward rounds and multidisciplinary team meeting discussions to ensure collaboration with all health professionals. Contribute to Critical Care department administration functions to ensure effective service delivery. Support all forms of training as required in an academic facility.

ENQUIRIES : Mr E Isaacs Tel No: (021) 658-5465/5954 or email: Isaacs@westerncape.gov.za

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 to health professionals who apply for the first time for registration as Clinical Technologist: Critical Care with the relevant council (including individuals who must apply for change in registration status).

POST 39/372 : **COMMUNITY LIAISON OFFICER**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent qualification. Experience: Appropriate experience in community engagement, communication, and stakeholder coordination. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness and ability to travel for official duties. Competencies (knowledge/skills): Working knowledge of governance-related legislation and regulations, and health promotion principles. A working knowledge of Health related regulation pertaining to the district health council, the hospital boards and clinic committees. Good co-ordination, problem solving and training skills. Computer literacy (Ms Word, PowerPoint and Excel). Understanding of Project Management and evaluation of projects. Understanding of communication processes with communities, internal staff, and external partners. Ability to compile reports, take minutes, capture community feedback, and perform administrative duties accurately.
DUTIES : Implement the Western Cape Health Facility Boards and Committees Act ("the Act") by planning, coordinating, and supporting effective governance structures. Coordinate capacity-building programmes by organising, implementing, and monitoring training initiatives for relevant community and facility role players. Represent and promote Sub-Structure Office health services within relevant health-orientated community organisations. Facilitate and support stakeholder engagement meetings, forums, and community dialogues and meetings. Identify community needs, concerns, and service delivery challenges and report these to management. Compile reports, minutes, community feedback summaries, and attendance registers, and provide technical and administrative support to the Violence Prevention Unit and other components as required.
ENQUIRIES : Ms. J Pieterse Tel No: (021) 830-3797
NOTE : No payment of any kind is required when applying for this post.

POST 39/373 : **EMS SHIFT LEADER GRADE 3 TO 6 (RURAL) (X4 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 3: R348 636 per annum
Grade 4: R413 199 per annum
Grade 5: R499 311 per annum
Grade 6: R613 020 per annum
CENTRE : EMS, Garden Route District (Uniondale)
Overberg District (Barrydale)
West Coast District (Vredendal)
Central Karoo (Beaufort West)
REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (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 Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with a professional 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. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic (CCA or N.DIP). Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South

Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Current Professional driver's permit. 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 : Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.

ENQUIRIES : EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219 / Mr M Jacobs Tel No: (028) 284-9100
EMS Garden Route District Office Mr J Jansen Tel No: (044) 802-2517 / Ms L. Jacobs Tel No: (044) 802-2521
EMS West Coast District Office – Mr E. Pedro Tel No: (022) 433-8853 / Ms S. Andrew Tel No: (022) 433-8853
EMS Central Karoo District Office – Mr J. Jansen Tel No: (023) 449-8202 / Ms L. Fortuin Tel No: (023) 449 8209

NOTE : No payment of any kind is required when applying for this post.

POST 39/374 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Debt and Revenue Management/Hospital accounting environment. Appropriate experience in BAS, AR, Clinicom and supervisory exposure. Inherent requirement of the job: Willingness to rotate within Revenue Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to plan, organize and prioritize responsibilities. Ability to work under pressure, independently and meet time-frames. Good management skills with analytical abilities. Good interpersonal and labour relations abilities. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Computer literacy (Microsoft Office). Strong sense of confidentiality and trustworthiness. Knowledge of PFMA, Treasury and Finance Instructions.

DUTIES : Supervise and coordinate the operational duties of the Hospital Fees Department (all categories). Monitor and oversee financial transactions relating to HIS, BAS, Cash Management, Credit Balances, and JAC. Supervise and coordinate Patient Fees Debt Management processes, including Irrecoverable Debt Relief Delegations. Oversee and monitor Patient Fees Revenue Management functions (EDI, follow-up of medical aid and non-medical aid invoices, RAF, Foreign Patients, Research Patients, IOD, and State Departments) in accordance with the Hospital Fees Manual Chapter 18 and relevant Finance Instructions. -Supervise human resource administration, performance management, and labour relations matters within the section. Facilitate client liaison and information management, including the interpretation, communication, and implementation of Finance Instructions. Oversee file management and the disposal/destruction of State records in accordance with applicable policies. Attend and participate in relevant meetings and forums.

ENQUIRIES : Mr LI Kitshini Tel No: (021) 938-4387
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

POST 39/375 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R338 106 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (Procurement). Appropriate experience in the Procurement Process. Competencies (knowledge/skills): Appropriate knowledge of and practical experience in Logis and the Integrated Procurement Solutions (ePS). Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organizational skills. Be able to manage a team of Procurement Clerks. Knowledge and experience of the Procurement process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and maintenance services 16B.
DUTIES : Facilitate the Procurement process for Red Cross War Memorial Children's Hospital from demand to delivery, inclusive of non-performance management administrative duties. Effective and efficient management of the Procurement on Logis and Electronic Procurement Solutions (ePS) environment. Perform the duties as an Approver on ePS. Ensure the effective application of procurement policy processes including management of acquisition, contract and demand management. Coordinate and advise on the process of drafting specifications. Authorize transaction on LOGIS. Reporting on internal and external stakeholders (IFS, AFS and other). Accurate and timeous reporting of information related to medical consumables and all the other items that are used in the Hospital environment to internal and external stakeholders. Effective procurement of all institutional assets, consumables, medical items, major and minor and ensuring budgets are spent. Liaise with end users, service providers and other departments regarding Supply Chain matters. Effective management of Institution's Infrastructure procurement. Ability to work overtime as and when required. Developing and training staff in Supply Chain Management. Perform supervisory functions by advising training and development of own staff.
ENQUIRIES : Mr S Ntsonkotha Tel No: (021) 658-5892
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 39/376 : **ADMINISTRATIVE OFFICER: WELLNESS COORDINATOR**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in an Employee Wellness space. Competencies (knowledge/skills): Need to have insight into the epistemology of wellness. Report writing skills.
DUTIES : Conduct monitoring and evaluation and compile regular reports. Ensure contract administration related to employee health and wellness projects and programmes implementation. Administer and implement projects and programmes that promote employee health and wellness. Provide input into policy development and facilitate the implementation of strategy / policies.
ENQUIRIES : Ms N Mqushulu Tel No: (021) 404-6313
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/377 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT: EMPLOYEE SERVICES (RECRUITMENT AND SELECTION)**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management:

Recruitment and Selection. Competencies (knowledge/skills): Excellent verbal and written communication. Ability to work in a team. Computer skills. Extensive knowledge of HR Policies, procedures, practises relevant to Recruitment and Selection.

DUTIES : Render a recruitment and selection function. Ensure paid and unpaid employment contract are accurately and timeously issued. Assist with grievances/disputes linked to recruitment and selection. Compile database on status of advertised posts. Supervise and develop subordinates.

ENQUIRIES : Ms B Alexander Tel No: (021) 404-2271

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.

POST 39/378 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: FEMALE/ CHILDREN'S WARDS)**
Garden Route District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the hospital. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal). Knowledge of nursing practices and Infection Prevention and Control measures.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or 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 constructive working relationship with nursing and other stakeholders. Utilise human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.

ENQUIRIES : Ms JA Mahlangu Tel No: (044)604 - 6104

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

POST 39/379 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R337 359 per annum

Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Asla Clinic, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

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

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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/380 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Neuro Rehab (X2 Posts) and Nursing Relief (X1 Post), Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse or General Nurse. 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 in Nursing after registration with SANC as a professional Nurse with SANC in General Nursing**. Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with SANC as a professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays to meet operational requirements. Willingness to rotate to other

wards when required. Competencies (knowledge/skills); Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer Literacy in MS Office and MS outlook. Good Communication skills (both written and verbal). Ability to function independently as well as in a multi-disciplinary team to ensure good patient care. Good report writing skills.

DUTIES : Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilisation of human and financial resources to ensure optimal operational function. Participation in training, development, and research within the nursing department. Delivering a support service to the Nursing Service and the institution. Maintaining ethical standards and promoting professional growth and self-development. Supporting and participating in interdisciplinary team functioning to ensure comprehensive rehabilitation service delivery. Contributing to discharge planning for integration of patients into home and community. Assist nursing staff in the application of nursing care processes and procedures.

ENQUIRIES : Ms V Abrahams Tel No: (021) 370-2407

NOTE : No payment of any kind is required when applying for this post.

POST 39/381 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
West Coast District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Radie Kotze Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to travel, work extra hours and be on standby. Rotate to other Departments, excluding Maternity department. Competencies (knowledge/skills): Knowledge of Infection Prevention Control, control measures and practices. Knowledge of Nursing practices. Problem solving, report writing, liaison and facilitation skills. Good interpersonal and organisational skills and the ability to communicate effectively (verbal and written).

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional/ethical standards and self-development.

ENQUIRIES : Ms TJ Fredericks Tel No: (022) 814- 0462 / (022) 931-2140

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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).

POST 39/382 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE : Klipfontein / Mitchells Plain Sub-structure office

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Registration with a professional 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. Inherent requirement of the job: Valid (Code B/EB) drivers license.

DUTIES : Engage and liaise with relevant internal and external stakeholders. Assist the Manager: Pharmaceutical Services with the management and coordination of private providers within KMPSS. Assist private providers with stock-related and other operational pharmacy queries. Provide Pharmacist's Assistant (Post-Basic) services at Primary Health Care facilities within KMPSS on a rotational basis.

ENQUIRIES : Mr M Roomanay Tel No: (021) 370-5128

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). Candidates will be subjected to a written/practical and oral assessment.

POST 39/383 : **ADMINISTRATION CLERK: HEALTHNET (RURAL) (X2 POSTS)**
Chief Directorate Emergency and Clinical Support Services

SALARY : R237 453 per annum

CENTRE : Emergency Medical Services, Cape Winelands and West Coast District

REQUIREMENTS : Minimum educational qualification: A Matric (Grade 12) qualification or equivalent. Experience: Appropriate computer experience in Microsoft Word and Excel. Inherent requirement of the job: A Valid Code 8 driver's license. Willing to travel between EMS districts and external stakeholders. Competencies (knowledge/skills): Computer literate in MS Word and Excel. Ability to work independent as well as in a team.

DUTIES : Accurately record information on the online booking system to ensure data integrity. Liaise daily with district and secondary hospitals to decant discharge patients. Accurate compiling daily discharge and HealthNet statistics for the district. Daily distribution of documents to HealthNet staff and management. Contact clients and provide them with updated information when needed. Monitoring of Healthnet fleet to assist operational component.

ENQUIRIES : EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
EMS Cape Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022

NOTE : No payment of any kind is required when applying for this post.

POST 39/384 : **ADMINISTRATION CLERK: SUPPORT (AEROMEDICAL SERVICES)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R237 453 per annum

CENTRE : Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience with administration of financial processes and information. Appropriate experience verifying invoices, claims and supporting proof of service. Appropriate experience dealing with contracted providers, Finance and Supply Chain Management. Inherent requirement of the job: Valid driver's license. Computer literacy in Microsoft Office, e-mail and internet. Willingness to travel when required. Competencies (knowledge/skills): Knowledge of invoice processing, claims reconciliation, expenditure monitoring and recordkeeping. Knowledge of service level agreements, purchase orders, financial controls and PFMA requirements. Ability to prioritize, solve problems, meet deadlines and maintain accurate records. Ability to work independently and in a team, with good communication and interpersonal skills.

DUTIES : Receive, register and track invoices from contracted providers, including private ambulance companies, AMS and NPOs. Verify invoices and supporting proof of service against service level agreements, purchase orders, tariffs and approved activity. Reconcile provider claims and follow up on missing, duplicate or inconsistent information. Maintain monthly expenditure and utilisation records for the Business Solutions contract and contracted provider portfolio. Flag expenditure risks, outstanding invoices and over- or under-utilisation for management attention. Liaise with contracted providers, Finance and Supply Chain Management and provide administrative support to the EMS Supervisors.

ENQUIRIES : Dr L van Rensburg Tel No: (083) 320-6584 or email: Louis.VanRensburg@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 39/385 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Warehouse environment. Competencies (knowledge/skills): Practical skills in SYSPRO / LOGIS. Organisation skills. Good interpersonal and communication skills. Computer skills (MS Word, MS Excel, Outlook).

DUTIES : Ensure the effective running of the store/warehouse. To verify stock holding and identify slow moving stock. Proper filing and updating of electronic system. Communicate and manage suppliers. Proper resolution of queries and provide assistance where needed.

ENQUIRIES : Ms A Ismail Tel No: (021) 404-5181

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/386 : **ADMINISTRATION CLERK: HRM (EMPLOYEE SERVICES) (RECRUITMENT AND SELECTION)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of the Western cape Government Recruitment and Selection policy.

DUTIES : Filing of documents and maintenance of various HR databases. Support Selection Panel as HR Advisor. Process and facilitate paid/unpaid job offers and contracts of employment. Hosting of fingerprints and sending documents to external service provider for verification.

ENQUIRIES : Ms D Bailey Tel No: (021) 404-2362

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/387 : **ADMINISTRATION CLERK: FINANCE/ADMIN (EXPENDITURE CONTROL)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate experience in financial and expenditure management. Competencies (knowledge/skills): Sound Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the Department of Health. Computer literacy (MS Word, Excel and Outlook).
DUTIES : Compile, verify and process payments on the BAS and LOGIS systems, and reconcile supplier statements. Control, verify, capture journals and report on Asset and Liability accounts including clearance of Asset and Liability Accounts. Handling revenue and petty cash administration. Assist in compilation of IFS and AFS, leases and 30-day payment reporting. Support to supervisor.
ENQUIRIES : Ms P Sandile Tel No: (021) 508-7410
NOTE : No payment of any kind is required when applying for this post.

POST 39/388 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate Supply Chain Management experience including Procurement of Goods and Services. Inherent requirements of the job: Valid Code E/EB Driver's License. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Ability to function independently as well as in a multi-disciplinary team. Knowledge of LOGIS, ESL (Essential Supplier List) and Electronic Procurement System systems. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury, Regulations, Policies. Knowledge of Supply Chain Management and Finance administrative processes.
DUTIES : Demand and Acquisitioning of goods and services including drafting of specifications, conducting site meetings, advertising and evaluations of RFQs on the Electronic Purchasing System. Ensure Audit Compliance. Internal control and Supply Chain Management Reporting. Support to Supervisor, Team and end users in terms of procurement related queries.
ENQUIRIES : Ms CC Dyini Tel No: (021) 799-1290
NOTE : No payment of any kind is required when applying for this post.

POST 39/389 : **STAFF NURSE GRADE 1 TO 3 (PSYCHOGERIATRIC WARD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum Educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse**. Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in

MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms B Wiener Tel No: (021) 503-5000/5030

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 a change in registration status).

POST 39/390 : **FOOD SERVICES SUPERVISOR**
Cape Winelands Health District

SALARY : R201 096 per annum

CENTRE : Stellenbosch Hospital, Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate and relevant supervisory experience in a Food Service Unit. Inherent requirements of the job: Ability to lift/move heavy objects and be on their feet the entire day. Willingness to work shifts, public holidays/ weekends and overtime as needed. Competencies (knowledge/skills): Computer literacy and numerical skills. Knowledge of production and cooking methods for normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.

DUTIES : Order, receipt, storage and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control. Process food statistics and keep records.

ENQUIRIES : Ms. G Fortuin Tel No: (021) 808-6151

NOTE : No payment of any kind is required when applying for this post.

POST 39/391 : **NURSING ASSISTANT GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Laingsburg Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work overtime, shifts, public holidays, night duty and weekends. Willingness to rotate to other wards in the hospital. Competencies (knowledge/skills): Good communication skills (written and verbal). Self-discipline and motivation.

DUTIES : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Effective utilization of physical and financial resources. Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Mr G Samuels Tel No: (023) 814-2015

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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/392 : **GENERAL WORKER: PHARMACY (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R144 024 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a pharmaceutical, healthcare logistics or stock distribution environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and overtime when required. Ability to perform physical tasks involving the movement and transportation of medicine boxes, stock, trolleys and supplies. Ability to walk long distances within the hospital environment. Ability to work in a healthcare environment and handle pharmaceutical stock and related supplies. Competencies (knowledge/skills): The ability to receive, handle, distribute and issue stock, supplies and pharmaceutical products according to prescribed procedures and standard operating practices. Ability to read, interpret and process requisitions, stock orders and related documentation. Basic knowledge of stock rotation principles (FIFO/FEFO). Basic numerical skills. Good interpersonal and communication skills. Ability to work effectively in a team. Ability to maintain confidentiality regarding patient information and prescriptions. Knowledge of Occupational Health and Safety principles.
DUTIES : Provide effective operational and logistical support to pharmacy services through the collection, transportation and distribution of medicines, pharmaceutical stock, supplies, prescriptions and related documentation within the hospital and associated service areas. Assist with the receiving, handling, picking, packing, issuing and movement of pharmaceutical stock and supplies in accordance with prescribed procedures and stock rotation principles. Support medicine distribution and stock movement processes by collecting and delivering ward stock, prescriptions, pharmaceutical supplies and other authorised documentation between pharmacy, wards, clinics and designated service points. Maintain a clean, safe and organised working environment in accordance with Occupational Health and Safety requirements and departmental procedures. Report operational concerns, delays, incidents and stock-related issues to supervisors timeously. Maintain professional conduct and compliance by adhering to attendance requirements, working hours, departmental policies, confidentiality requirements and the Code of Conduct. Demonstrate accountability, effective communication and positive working relationships while carrying out assigned duties.
ENQUIRIES : W Rosant Tel No: (021) 402-6460
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.

POST 39/393 : **FOOD SERVICE AID (X2 POSTS)**
Cape Winelands Health District

SALARY : R144 024 per annum
CENTRE : Montagu Hospital, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a food service unit, which includes the operating of scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability

to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

DUTIES : Rendering Food Services. Apply and maintain quality and reduce risk. Maintain apparats and equipment. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Provide support to supervisor.

ENQUIRIES : Ms. E Le Roux Tel No: (023) 626-8551

NOTE : No payment of any kind is required when applying for this post. It should be noted that advertised posts are linked to the Institution/Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/394 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (SESSIONAL:10 HOURS PER WEEK)**
(Contract)
Chief Directorate: Rural Health Services

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Otorhinolaryngology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Otorhinolaryngology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Otorhinolaryngology. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Manage own theatre lists and provide clear guidance on outpatient bookings. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits, research and publications. Experience in teaching, conducting and supervising research. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Provision of definitive Otorhinolaryngology care within the scope of a regional hospital service, including assessment, management, elective surgery, ongoing care, and appropriate referral of complex cases in accordance with established referral pathways to tertiary facilities. Delivery of high-quality, patient-centred Otorhinolaryngology services, ensuring efficient management of patient workload while maintaining clinical standards, patient safety, and service satisfaction. -Support and supervision of junior medical staff in the assessment, diagnosis, and management of Otorhinolaryngology conditions, including bedside and procedural guidance within the clinical environment. Commitment to structured teaching and training of junior doctors, interns, and other healthcare professionals through informal bedside teaching, as well as formal academic activities such as lectures, tutorials, and case discussions. Render an efficient, cost-effective high-quality clinical service to patients managed by the hospital and district as the Rural East Ecosystem, by balancing throughput with quality. -Active participation in departmental training programmes, continuing medical education (CME) activities, workshops, and professional development forums relevant to Otorhinolaryngology and district/regional service delivery. Involvement in clinical audits, quality assurance processes, and service improvement initiatives to strengthen Otorhinolaryngology service delivery within the district and regional health

system. -Participation in data collection, clinical data management, and reporting of service statistics to support governance, monitoring, and planning of Otorhinolaryngology services. Support clinical governance and administrative functions within the Otorhinolaryngology service, including medico-legal documentation, reporting requirements, staff-related administration, and compliance with departmental policies and protocols. -Active participation in the development and maintenance of clinical guidelines, protocols, and referral systems to ensure safe and effective Otorhinolaryngology service delivery within a regional hospital platform. Strong ethical standards and sound clinical judgement, with appropriate counselling skills for patients and families. Strong leadership, communication, interpersonal, teamwork, and organisational skills suitable for a multidisciplinary regional hospital environment.

ENQUIRIES : Prof L Jenkins at (083) 795-1065

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

POST 39/395 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (SESSIONAL) (20 HOURS PER WEEK)**
(Contract till 30 November 2027)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE : Oral Health Centre, Tygerberg/Mitchells Plain

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as Radiographer in Diagnostics. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 driver's licence (Code B/EB). Competencies (knowledge/skills): Good Computer literacy (MS Word, Excel and Outlook). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics. Ability to work independently. Ability to work under pressure. Appropriate knowledge of Department of Radiography techniques and protocols. Appropriate knowledge of radiation protection and equipment safety.

DUTIES : Render optimal Radiographic service within a multidisciplinary team using the ALARA principles. Recording of patient and examination statistics. Effective stock management. Monitor and perform regular quality assurance checks and tests. Supervise, train students during clinical session. Attend departmental meetings and CPD activities.

ENQUIRIES : Dr. T. van Zyl Tel No: (021) 937-3110

NOTE : No payment of any kind is required when applying for this post. Shortlisted 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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".