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)