



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2025

DATE ISSUED 31 OCTOBER 2025

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENTS

DEPARTMENT OF COOPERATIVE GOVERNANCE: Department of Cooperative Governance. Kindly note that the post of Scanning Operator with Ref no: DCOG-SCO advertised on Public Service Vacancy Circular 39 dated 24 October 2025 with the closing date of 07 November 2025 was advertised with incorrect email address. The applications must be submitted on the electronic form by clicking the link <https://forms.office.com/r/PN6NXFhsjz> For the enquires, Ms S Chiloane, Tel No: 012 334 0887/ 060 994 5930 or ictbusinessapplications@cogta.gov.za Applicants are encouraged to re-apply. The closing date is extended to 14 November 2025.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following post was advertised in Public Service Vacancy Circular 39 of 2025 dated 24 October 2025 with the closing of 07 November 2025, (1) Admin Officer: Immovable Asset Register (12 Months contract), Centre: Head Office (Pretoria) Ref no: 2025/126 (X5 Posts), Email: Recruitment25-66@dpw.gov.za, all five advertised post have been

withdrawn (2) Administrative Clerk: Immovable Asset Register (Verification)(12 Months contract), Centre: Head Office (Pretoria) Ref No: 2025/131 (X12 Posts), Email: Recruitment25-67@dpw.gov.za, Only eight (08) posts will be withdrawn. Please be informed that all other advertised posts on circular 39, the closing date will be extended to the 14 November 2025.

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 November 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 40/01** : **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION OFFICER**
REF NO: LOGDIV/01/40/25/01
- SALARY** : R468 459 – R561 894 per annum (Level 09)
- CENTRE** : Central Procurement Service Centre, Eco-Origin Office Park Block E, Centurion
- REQUIREMENTS** : A minimum of Grade 12 (NQF L4) or equivalent with relevant academic qualification at NQF Level 6 specialising in Supply Chain Management, Public Administration or related qualification as recognised by SAQA. Minimum of three (3) years' experience in a Provisioning/Procurement Environment at a supervisor level. Special requirements (skills needed): The successful candidate must have an in-depth understanding of Government's Revised Framework for Strategic management process and annual performance plans, and the DOD strategic management process and Framework that provides the norms and standards within which the Departmental results-based planning, budgeting, reporting, risk management, and audit process are executed in the realisation of the Defence mandate. In-depth knowledge of the Procurement System. Advanced knowledge in respect of the development/formulation, implementation and monitoring of policies and procedures; analytical skills, excellent strategic management and negotiation skills with good interpersonal relations and a superior level of verbal and written communication capabilities. Ability to identify strategic gaps and propose viable solutions. Exceptional time

		management skills with sensitivity to deadlines. Good understanding of civil-military relations, along with a solid understanding of current defence policy and policy issues. Excellent demonstrable end-user computer skills in all MS Office packages in accordance with department-specific service writing conventions, accompanied by highly developed presentation skills and presentation software proficiency. The incumbent must be assertive and self-driven, innovative and creative, solution-oriented and able to work under stressful situations, very strict timescales and have the ability to maintain high levels of confidentiality. Ability to successfully comply with the security clearance processes of the Department of Defence. Managerial and Leadership Skills, and Numerical skills to assess price-to-value ratios. Report writing skills. Ability to assess data regarding procurement trends. Ability to identify inconsistencies regarding procurement.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: coordinating and monitoring procurement plans and requisitions; developing and implementing demand and acquisition plans in line with operational needs; coordinating procurement processes, including specifications, sourcing, bid processes, and supplier management; managing the acquisition process in accordance with Supply Chain Management (SCM) policies and Defence Regulations; ensuring compliance with SCM policies, National Treasury (NT) Regulations, and applicable legal frameworks; ensuring correct documentation and compliance of procurement processes; maintaining provisioning systems (e.g., LOGIS) and stock cataloguing standards; managing provisioning functions such as inventory planning, ordering, and receipt of goods and services; ensuring correct classification and coding of items using supply cataloguing systems; implementing processes for provisioning item classification and control; overseeing inventory levels, administration, and conducting periodic stock-taking and reconciliations; addressing obsolete, surplus, and redundant stock; monitoring warehousing and logistical flow of materials; packing all anti-magnetic stores in the appropriate anti-magnetic warehouse facility; ensuring adherence to PFMA, PPPFA, Treasury Regulations, SCM frameworks, and DOD supply policies; assisting with audit preparations and implementing audit recommendations; maintaining accurate records for audit and reporting purposes; preparing regular reports on procurement status, stock levels, and performance indicators; maintaining procurement registers and provisioning databases, drafting internal correspondence, and preparing monthly or quarterly reports; providing leadership and guidance to subordinates; and ensuring skills development and performance management of staff.
<u>ENQUIRIES</u>	:	Col. N.O. Thom Tel No: (012) 402 2760/Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of these posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/02</u>	:	<u>ASSISTANT DIRECTOR: SERVICE AGREEMENT REF NO: SANAD/01/40/25/01</u>
<u>SALARY</u>	:	R468 459 – R561 894 per annum (Level 09)
<u>CENTRE</u>	:	SA Naval Armament Depot Simon's Town, Cape Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent with relevant academic qualification at NQF Level 6 specialising in Supply Chain Management, Public Management or related qualification as recognised by SAQA. Minimum of three (3) years' experience in contract management at a supervisor level. Special requirements (skills needed): The successful candidate must have an in-depth understanding of the Public Service Act and regulations, the Defence Act and the Service Level Agreements framework. In-depth knowledge of the Occupational Health and Safety Act. Knowledge of development/formulation, implementation and monitoring of policies and procedures. Excellent analytical skills, numerical and presentation skills. Good verbal and written communication capabilities. Ability to identify strategic gaps and propose viable solutions. Exceptional time management skills with sensitivity to deadlines. Good understanding of the Military Discipline Code and the Disciplinary Supplementary Measures Act, and Regulations. Sound knowledge of the Labour Relations Act, PFMA, PPPFA and Treasury regulations. Excellent

		demonstrable end-user computer skills in all MS Office packages in accordance with department-specific service writing conventions, accompanied by highly developed presentation skills and presentation software proficiency. The incumbent must be assertive and self-driven, innovative and creative, solution-oriented and able to work under stressful situations. Ability to maintain high levels of confidentiality and must be able to successfully comply with the security clearance processes of the Department of Defence. Management and Leadership Skills. Report writing skills. Understanding of Bid processes, contract drafting, procurement and acquisition processes. Risk management. Proven dispute resolution skills. Good interpersonal and project management skills. Strong negotiation skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: liaising with service providers to establish and maintain service agreements; ensuring all services rendered meet the agreed performance indicators and service delivery requirements; developing and implementing drafts of service agreements (Pers, Log, OHS, etc.); publishing service agreements; ensuring compliance by service providers as stipulated in the service agreement, policies, and regulations; intervening in the event of non-compliance; investigating non-compliance complaints; re-negotiating service agreements to suit service providers and end-users; monitoring processes to ensure compliance by service providers; ensuring services rendered align with agreed performance indicators and compliance frameworks; generating performance reports and conducting service review meetings with stakeholders; providing technical and advisory support, contract implementation support, administrative support, and dispute management; offering leadership and guidance to subordinates; and ensuring skills development and performance management of staff.
<u>ENQUIRIES</u>	:	Col. N.O. Thom Tel No: (012) 402 2760 & Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/03</u>	:	<u>PERSONAL ASSISTANT REF NO: LOGDIV/01/40/25/02</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Logistics Division, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent with Secretarial Diploma or related with a minimum of three (3) years' relevant experience in rendering a support service to senior management. Special requirements (skills needed): Language skills and the ability to communicate effectively with people from diverse backgrounds and levels. Proficiency in Microsoft Office. Good telephone etiquette. Computer literacy. Ability to act with tact and discretion. High level of reliability. Good people skills. Sound organisational skills. Self-management and motivation. Knowledge of relevant legislation, policies, prescripts, and procedures. Basic knowledge of financial administration.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing a comprehensive secretarial and office support service to ensure the efficient functioning of the office. Key duties include receiving and directing telephone calls, handling correspondence, scheduling and coordinating meetings and appointments, taking minutes, and recording the engagements of the Chief Logistics. The incumbent will exercise discretion in prioritising meeting requests, maintain the diary of the Chief, liaise with travel agencies to make travel arrangements, and process travel and subsistence claims. Additional responsibilities include arranging meetings and events, processing invoices related to the Chief's activities, drafting routine correspondence and reports, filing and maintaining office records, and administering leave registers, telephone accounts, and related office matters. The Personal Assistant will further manage incoming and outgoing correspondence, handle the procurement of standard office items such as stationery and refreshments, collect relevant documents to support the Chief's preparation for meetings, and ensure proper security of the office by processing and safeguarding classified documents in accordance with policies, controlling the key register, and ensuring the office is secured when

		unattended. The incumbent will also operate and maintain office equipment to ensure functionality and provide general support to the Division as required.
<u>ENQUIRIES</u>	:	WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/04</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Works Maintenance Unit Gauteng, Thaba Tshwane, Pretoria Ref No: LOGDIV/01/40/25/03/A Works Maintenance Unit Western Cape, Wynberg, Cape Town Ref No: LOGDIV/01/40/25/03/B Works Maintenance Unit Northern Cape, Diskobolos, Kimberley Ref No: LOGDIV/01/40/25/03/C
<u>REQUIREMENTS</u>	:	A Grade 12 certificate (NQF Level 4) or equivalent with a minimum of three (3) years' relevant experience in Public Administration, Human Resources or related environment. Special requirements (skills needed): Demonstrable competency in acting independently, Professional, Accountable and with Credibility. General computer literacy. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette and above-average planning and organising skills. Good people skills. High level of reliability. Good verbal and written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge and understanding of relevant legislation, policies, prescripts and procedures applicable in the public service sector. The ability to collect and capture data. Knowledge of Regional Facilities Interface Management (RFIM) processes and works maintenance procedures.
<u>DUTIES</u>	:	The suitable candidate will be responsible for providing supervisory oversight and delivering comprehensive clerical, personnel, financial, and maintenance administration support services to ensure effective service delivery in line with prescribed policies and procedures. The successful candidate will manage correspondence, filing systems, registers, and databases; handle routine enquiries; and facilitate the accurate distribution, processing, and safekeeping of documentation. Key responsibilities include maintaining leave and attendance registers, managing personnel records, coordinating travel and accommodation arrangements, and supervising subordinates through task allocation, performance monitoring, and on-the-job training. The incumbent will also provide financial administration support by capturing and updating expenditure records, verifying subsistence and travel claims, and managing petty cash and telephone accounts. In addition, the role entails coordinating and administering regional maintenance activities by preparing, verifying, and processing documentation related to maintenance functions, as well as monitoring and updating records, registers, and statistics to support compliance and accountability. The suitable candidate will ensure effective records and document management through the application of registry and archival procedures, safeguard accurate information systems for audit readiness, and liaise with stakeholders to provide feedback on routine enquiries, thereby contributing to the overall efficiency of the RFIM Section.
<u>ENQUIRIES</u>	:	Maj W.L. Maswanganyi Tel No: (012) 674 6717/WO1 H. Tieties Tel No: (012) 402 2824
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/05</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: SUPERVISOR (X6 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	10 Air Depot, Thaba Tshwane Ref No: LOGDIV/01/40/25/04/A

Central Procurement Service Centre, Eco-Origin Office Park Block E,
Centurion Ref No: LOGDIV/01/40/25/04/B
Naval Stores Depot Wingsfield, Cape Town Ref No: NSD/01/40/25/01
SA Naval Armament Depot Simon's Town, Cape Town Ref No:
SANAD/01/40/25/02 (X3 Posts)

REQUIREMENTS

: A Grade 12 certificate (NQF Level 4) or equivalent with a minimum of three (3) years' experience in a Supply Chain Management environment. Special requirements (skills needed): Computer-literate. The candidate must have demonstrable competency in acting independently, professionally, Accountable and with Credibility. Basic numeracy skills. Ability to work independently. Knowledge in procurement of goods and services, provisioning, industry practice and relations in terms of goods and services, sound accounting practice, budget expenditure, order administration system, payments of goods and services, Quality Management and purchasing management. Knowledge of inventory management. CALMIS.

DUTIES

: The suitable candidate will be responsible for supervising and rendering a variety of routine, directive-intensive clerical and administrative duties in support of the unit's operational and logistical requirements; this includes providing logistic support services, controlling and maintaining personnel files, and ensuring the proper filing and safekeeping of all records for audit and compliance purposes; the candidate will prepare and submit maintenance requests, manage the general stores accounting function, ensure the secure storage and preservation of stores, and verify stock for accuracy and accountability; the duties further include supervising and managing subordinates, monitoring and controlling office equipment, and assisting with the updating and maintenance of the asset registry; the candidate will be expected to attend unit expenditure coordinating meetings, compile and submit minutes, and process government orders and invoices timeously and accurately; additionally, the candidate will be required to update and maintain directives, acts, regulations, and manuals relevant to the work environment, perform basic calculations, compile and issue statistics, and collaborate in the establishment and maintenance of the Work Unit's Operational Business Framework and Systems; the post requires administration of complex processes including CAL administration, DAC transfer administration, victual accounting, and ammunition submission requirements, as well as initial loss and damage reporting, petty cash purchases, and participation in stocktaking of main ledgers; and the candidate will also be required to conduct preliminary loss and damage investigations, contribute to audit readiness, and ensure that all financial and logistical administration is executed in accordance with prescripts and regulatory frameworks.

ENQUIRIES APPLICATIONS

: WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
: Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za

NOTE

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

POST 40/06

: **PROVISIONING ADMINISTRATION CLERK: PRODUCTION (X61 POSTS)**

SALARY CENTRE

: R228 321 – R268 950 per annum (Level 05)
: 10 Air Depot, Thaba Tshwane, Pretoria Ref No: LOGDIV/01/40/25/05/A
93 Ammunition Depot, Jan Kempdorp Ref No: LOGDIV/01/40/25/05/B (X3 Posts)
Central Procurement Service Centre, Eco-Origin Office Park Block E, Centurion Ref No: LOGDIV/01/40/25/05/C (X4 Posts)
DOD Ammunition Depot & School of Munition, De Aar Ref No: LOGDIV/01/40/25/05/D (X2 Posts)
DOD Ammunition Sub Depot Naboomspruit, Naboomspruit Ref No: LOGDIV/01/40/25/05/E
DOD Main Ordnance Depot, TEK base, Lyttleton Ref No: LOGDIV/01/40/25/05/F
DOD Main Ordnance Sub Depot Durban, Mobeni East, Durban Ref No: LOGDIV/01/40/25/05/G
DOD Main Ordnance Sub Depot Wallmannsthal, Wallmannsthal Ref No: LOGDIV/01/40/25/05/H (X2 Posts)

	DOD Mobilization Unit, Oliehouthoutplaas, Bloemfontein Ref No: LOGDIV/01/40/25/05/I (X6 Posts)
	DOD Logistics Support Formation HQ, TEK Base, Lyttleton Ref No: LOGDIV/01/40/25/05/J (X7 Posts)
	DOD School of Catering, Thaba Tshwane, Pretoria Ref No: LOGDIV/01/40/25/05/K (X2 Posts)
	DOD School of Logistics Training, Wynberg, Cape Town Ref No: LOGDIV/01/40/25/05/L
	Logistics Division, Pretoria Ref No: LOGDIV/01/40/25/05/M (X10 Posts)
	Naval Stores Depot Wingfield, Cape Town Ref No: NSD/01/40/25/02 (X8 Posts)
	SA Naval Armament Depot Simon's Town, Cape Town Ref No: SANAD01/40/25/03 (X4 Posts)
	Simon's Town Procurement Service Centre, Cape Town Ref No: LOGDIV/01/40/25/05/N (X6 Posts)
<u>REQUIREMENTS</u>	: A Grade 12 Certificate (NQF Level 4) or equivalent. No prior experience required. Training in asset management, codification and/or procurement will be an added advantage. Special requirements (skills needed): Knowledge of all MS Office packages. Communicate effectively in English (written and verbal). Analytical and innovative thinking as well as problem-solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	: The successful candidate will be responsible for providing provisioning administration services in support of the unit's operational requirements. The successful candidate will be required to determine needs, meet specific supply demands, and exercise documentary control over goods, equipment, materials, facilities, and services. Key duties include receiving, distributing, preserving, and repacking stock for safe storage; issuing and finalising vouchers; preparing and printing receipt vouchers; handling routine enquiries; and registering demands on stock sub-accounts in line with CALMIS MMS procedures. The incumbent will control stock items in warehouses to prevent losses, maintain accurate registers, charts, and record books to monitor stock levels, and initiate replenishment when necessary. Further responsibilities include keeping stores neat and orderly, updating directives, acts, regulations, and manuals relevant to provisioning, and handling routine correspondence and records of autonomous activities. The role also entails performing basic calculations, compiling statistics, and drafting and processing letters, notices, memoranda, and submissions. The candidate will support the effective functioning of internal services, accounting, transport, and depot administration by ensuring compliance with prescribed procedures, maintaining accurate documentation, and contributing to efficient logistical and administrative operations within the unit.
<u>ENQUIRIES</u>	: WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	: Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	: It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/07</u>	: <u>ADMINISTRATION CLERK: (PRODUCTION) (X35 POSTS)</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	: 93 Ammunition Depot, Jan Kempdorp Ref No: LOGDIV/01/40/25/A1
	DOD Ammunition Sub Depot Naboomspruit, Naboomspruit Ref No: LOGDIV/01/40/25/B2
	DOD Logistics Support Formation HQ, TEK Base, Lyttleton Ref No: LOGDIV/01/40/25/C3 (X12 Posts)
	DOD School of Logistics Training, Wynberg, Cape Town Ref No: LOGDIV/01/40/25/D4
	Logistics Division, Pretoria Ref No: LOGDIV/01/40/25/E5 (X2 Posts)
	Naval Stores Depot Wingfield, Cape Town Ref No: LOGDIV/01/40/25/F6
	South African Forces Institute, Thaba Tshwane, Pretoria Ref No: LOGDIV/01/40/25/G7
	Works Maintenance Unit Eastern Cape, Port Elizabeth Ref No: LOGDIV/01/40/25/H8 (X2 Posts)

	Works Maintenance Unit Free State, Bloemfontein Ref No: LOGDIV/01/40/25/I9 (X2 Posts)
	Works Maintenance Unit Kwazulu Natal, Durban Ref No: LOGDIV/01/40/25/J10
	Works Maintenance Unit Limpopo, Polokwane Ref No: LOGDIV/01/40/25/K11 (X3 Posts)
	Works Maintenance Unit Mpumalanga, Nelspruit Ref No: LOGDIV/01/40/25/L12 (X2 Posts)
	Works Maintenance Unit Northern Cape, Diskobolos, Kimberley (Ref No: LOGDIV/01/40/25/M13)
	Works Maintenance Unit Northwest, Potchefstroom Ref No: LOGDIV/01/40/25/N14 (X3 Posts)
	Works Maintenance Unit Western Cape, Wynberg, Cape Town Ref No: LOGDIV/01/40/25/O15
	Works Training School, Atteridgeville, Pretoria West Ref No: LOGDIV/01/40/25/P16
<u>REQUIREMENTS</u>	: A Grade 12 Certificate (NQF Level 4) or equivalent. No prior experience required. Training in asset management, codification and procurement will be an added advantage. Special requirements (skills needed): Language proficiency in English (Written and verbal). Good telephone antique. Typing skills. Good communication skills. Knowledge of all MS office packages. Analytical and problem-solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability and initiative. Numerical skills Knowledge of policies, practices and procedures. Knowledge of DOD policies, SOP's and Directives.
<u>DUTIES</u>	: The successful candidate will be responsible for providing clerical and administrative support in the management, control, and safekeeping of logistical documentation to ensure compliance with security, confidentiality, and audit requirements. The successful candidate will participate in the allocation of document identification numbers, control revision levels, manage computer file reference numbers, and load data onto the Logistics database from data-capturing forms to maintain accurate and up-to-date records. Key duties include administering the document release process, overseeing the secure destruction of redundant classified documentation, and assisting with physical audits of records and distribution registers to ensure accountability. The incumbent will also support the control of access to and distribution of classified hard copies and magnetic media, ensure the safe return of documents upon project completion, and maintain proper filing and tracking systems for all documentation. Additional responsibilities include monitoring and recording all document movements, supporting management in the implementation of an efficient document control system, and promoting operational effectiveness by ensuring the integrity, availability, and proper management of all logistical records. This role requires strong attention to detail, adherence to prescribed policies and security protocols, and the ability to manage multiple clerical tasks within the logistics environment.
<u>ENQUIRIES</u>	: WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	: Department of Defence, Logistics Division, 228 Visagie Street Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	: It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/08</u>	: <u>REGISTRY CLERK: PRODUCTION REF NO: SANAD/01/40/25/04</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	: SA Naval Armament Depot Simon's Town, Cape Town
<u>REQUIREMENTS</u>	: A Grade 12 Certificate (NQF Level 4) or equivalent. No prior experience required. Special requirements (skills needed): Language proficiency in English (Written and verbal). Good telephone antique. Typing skills. Good communication skills. Knowledge of all MS office packages. Analytical and problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability and initiative. Knowledge of registry duties, practices and the ability to capture data. Knowledge of storage and retrieval procedures. Knowledge of DOD policies, SOP's and Directives. Knowledge of management of Information system transcripts.

<u>DUTIES</u>	:	The successful candidate will be responsible for providing comprehensive registry and administrative support services to ensure the efficient management and flow of information within the unit. The successful candidate will handle registry counter services, administer the effective movement of incoming and outgoing correspondence, and ensure the accurate distribution and dispatch of files and mail. Key duties include maintaining and administering archives, implementing a structured filing system in accordance with records classification and archival policies, and processing documents for archiving or disposal. The incumbent will provide general administrative support by compiling letters, invitations, and routine correspondence, amending codes, directives, and circulars, and operating office machines to support daily functions. Additional responsibilities include monitoring compliance with records management policies, ensuring the safekeeping and accessibility of documents, assisting with audits and inspections, and performing miscellaneous tasks as required to support the smooth functioning of the registry and overall administrative operations within the unit. This role requires attention to detail, organisational skills, and the ability to manage multiple registry and administrative tasks efficiently.
<u>ENQUIRIES</u>	:	WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/09</u>	:	<u>SECRETARY (X17 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Defence Works Formation, Eco-Origin Office Park, Centurion Ref No: LOGDIV/01/40/25/A17 (X2 Posts) DOD Logistics Support Formation, TEK Base, Lyttleton Ref No: LOGDIV/01/40/25/B18 (X2 Posts) DOD Main Ordnance Sub Depot Durban, Mobeni East, Durban Ref No: LOGDIV/01/40/25/C19 DOD Main Ordnance Sub Depot Wallmannsthal Ref No: LOGDIV/01/40/25/D20 Logistics Division, Pretoria Ref No: LOGDIV/01/40/25/E21 (X3 Posts) Works Maintenance Unit Eastern Cape, Port Elizabeth Ref No: LOGDIV/01/40/25/F22 Works Maintenance Unit KwaZulu Natal, Durban Ref No: LOGDIV/01/40/25/G23 Works Maintenance Unit Limpopo, Polokwane Ref No: LOGDIV/01/40/25/H24 Works Maintenance Unit Mpumalanga, Nelspruit Ref No: LOGDIV/01/40/25/I25 Works Maintenance Unit Northern Cape, Diskobolos, Kimberley Ref No: LOGDIV/01/40/25/J26 Works Maintenance Unit North West, Potchefstroom Ref No: LOGDIV/01/40/25/K27 Works Maintenance Unit Western Cape, Cape Town Ref No: LOGDIV/01/40/25/L28 Works Training School, Atteridgeville Ref No: LOGDIV/01/40/25/M29
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate (NQF Level 4) or equivalent. No prior experience required. Special requirements (skills needed): The successful candidate must be bilingual, Computer Literate, have verbal and written communication. Proficient in all MS office packages. Management and negotiation abilities. Time management and Interpersonal skills. Telephone etiquette. Problem solving skills. Interpersonal proficiency. Financial and Personnel management. Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	:	The successful candidate will provide a secretarial support service to the Director. Arrange appointments and meetings. Manage the Director diary. Receive telephone calls and refer to the correct role player. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports according to CSW. Take minutes during meetings. Handle classified

files and documents. Schedule meetings and events for the Director. Process travel and subsistence advances and claims for the Director. Make travelling arrangements. Book venues for meetings and events. Organize refreshments and set up schedules for meetings and events. Prepare all relevant documents for meetings. Receive and record correspondence. Operate office equipment. Keep updated with policies and procedures. Coordinate logistical arrangements for visitors. Scrutinize documents to determine action/information/other documents required. Create and maintain an effective filing system. Order stationery. Make Photostats copies, scan or e-mail documentation as directed. Receive and transmit messages for the Director. Liaison with Internal with Internal staff and external stakeholders on behalf of the office.

ENQUIRIES
APPLICATIONS

NOTE

- : WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
- : Department of Defence, Logistics Division, 228 Visagie Street Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
- : It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

DEPARTMENT OF ELECTRICITY AND ENERGY

The Department of Electricity and Energy (DEE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

- APPLICATIONS** : N.B: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001. Alternatively, applications may also be hand delivered to Matimba House Building ,192 Visagie Street, Corner Paul Kruger & Visagie Street Pretoria. Another option is to submit application through email as a single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms M Palare 012 406 7426 N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- CLOSING DATE** : 14 November 2025 at 16h00 (Walk-in) 23h59 (online).
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore shortlisted applicants will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records and financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 40/10** : **DIRECTOR-GENERAL REF NO: DEE2025/001**
(5 years fixed-term contract)
- SALARY** : R2 259 984 per annum (Level 16), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate Honours Degree/ Postgraduate in Public Management/ Administration/ Economics/ or relevant Energy Engineering qualifications at NQF Level 8 recognised by the South African Qualification Authority (SAQA) plus pre-entry certificate for SMS (Nyukela). A valid driver's license. A relevant master's degree will be an added advantage coupled with 10 years' experience

in senior management level with proven track record of successfully leading and managing at senior management level. Plus the following key competencies: Knowledge of: In depth understanding and knowledge of the Energy industry, Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act. Knowledge of the regulatory regime affecting the Energy industry, Energy legislation, Government policies and legislation, Understanding the intricacies of managing change in government organisations and relationships with stakeholders, administrative procedures, financial management, Project management and Human Resource Management. Skills: Ability to execute strategies, Excellent ethical Leadership, excellent analytical skills, problem-solving skills, strong crisis management, conflict mediation and leadership management skills, planning and organising, Project management, Communication (Verbal, liaison & written), Policy Analysis and Development, Computer, Presentation skills, Interpersonal skills, influencing skills and negotiation skills. Thinking Demand: Problem solving, Innovative, Analytical, Creativity, Critical thinking logical, a high level of awareness of economic environment.

DUTIES : Ensure the management, coordination and monitoring of programmes as well as projects focussed on access to energy resources. Oversee and regulate South Africa's Nuclear Energy Sector, ensuring peaceful use and compliance with international obligations. Ensure effective oversight over the state-owned companies (schedule 2 and 3) in line with the Companies Act. Formulate, maintain and implement integrated energy policies to promote and encourage investment in the energy industry and improve security of supply. Provide strategic leadership, management and support services to the department. Oversee the handling and coordination of international liaison in the energy field. Managing the performance and development of employees reporting to the Director-General.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Females from all races, Indian, Coloured and White males are encouraged to apply. Candidates will undergo a practical, technical exercise and integrity assessments.

POST 40/11 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DEE2025/002**

SALARY : R1 436 022 per annum (Level 14), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate degree in Public Administration/ Public Management/ Business Administration/Human Resource Management/ Labour Relations/ Operations Management, NQF level 7 recognised by South African Qualification Authority (SAQA) plus pre-entry certificate for SMS (Nyukela). A drivers' licence. A relevant postgraduate diploma will be an added advantage. 5 years of experience that should be at senior managerial level within Corporate Services, plus the following key competencies: Knowledge of: In depth understanding and knowledge of Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act (PSA), Public Service Regulations (PSR), Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Skills Development Act (SDA), and other relevant human resource legislative frameworks. Service delivery imperatives and Batho Pele Principles, with a focus on quality assurance and continuous improvements. Communication stakeholder management, negotiation and conflict resolution within the public sector environment. Record management, knowledge management and information security. Government Immovable Assets Management Act (GIAMA). Skills: Strategic leadership and management skills to drive organisational performance and transformation. Financial and Management and analytical skills with the ability to interpret and apply financial prescripts. Policy formulation and implementation skills. Human resources management and labour relations skills, with the ability to manage change and transformation. Project management skills, with proven delivery results with self-timeframes. Excellent communication skills (Verbal, written and presentation) for effective engagement with stakeholders at all levels. Negotiation, facilitation and conflict management skills. Information and knowledge management skills. Client orientation and customer focus, underpinned by Batho Pele Principles. Ethical conduct and integrity with the

		ability to promote corporate governance and accountability. Thinking Demand: Logical, Creative/ Innovative thinker, Objective, Accurate and Diplomatic.
<u>DUTIES</u>	:	Provide professional legal support and advisory service to the ministry and department. Ensure the provision of Facilities and Record Management Services; Security Operations and Vetting services; Human Resources Development; Organisational Development & Change Management; Employment Relations & Wellness; Human Resources Administration and Practices; Human Resource Planning, Policy and Systems. Manage the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr TI Mahuma Tel No: (012) 406 7433
<u>APPLICATIONS</u>	:	Email to Vacancies2@dee.gov.za
<u>NOTE</u>	:	Females from all races, Indians, Coloured and White males are encouraged to apply. Candidates will undergo a practical exercise and integrity assessments
<u>POST 40/12</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: DEE2025/003</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A/an appropriate degree in Accounting/ Financial Management or Auditing at NQF Level 7 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). 5 years' experience as a senior managerial level in financial management. A drivers' licence. Plus the following key competencies: Knowledge of: In depth understanding and knowledge of the Public Finance and accounting principles, Treasury Regulations, Supply Chain Management policies. Governance Framework and Logis. Public Finance Management Act (PFMA) and ICT systems in finance. Knowledge of the International Financial Reports Standards (IFRS) and Generally Accepted Accounting Principles (GAAP). Skills: Strategic financial planning, Analytical and problem-solving ability, Report writing skills, Decision-making skills, people management, Accountability, Transparency, Innovative, Leadership Skills, Project management, Change Management, Benchmarking, Presentation Skills. Thinking Demand: Logical, Creative/Innovative thinker, Objective, Accurate, Diplomatic and able to solve problems.
<u>DUTIES</u>	:	Manage Financial Accounting and Reporting services. Manage budgetary process to ensure compliance with the PFMA. Give strategic direction and guidance with regard to Supply Chain Management. Manage the Financial Management Services Component.
<u>ENQUIRIES</u>	:	Mr TI Mahuma Tel No: (012) 406 7433
<u>APPLICATIONS</u>	:	Email to Vacancies3@dee.gov.za
<u>NOTE</u>	:	Females from all races, Indians, Coloured and White males are encouraged to apply. Candidates will undergo a practical, technical exercise and integrity assessments.

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

: 14 November 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. 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-entryprogramme/](https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and

a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 40/13</u>	:	<u>CHIEF DIRECTOR: LABOUR RELATIONS REF NO: HR4/25/10/07HO</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all -inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification at (NQF7) as recognized by SAQA in Labour Relations/Human Resources Management/ Law. Valid driver's license. Five (5) years' experience at Senior Managerial level in Labour Relations Services. Knowledge: The South African Labour Market, Public Finance Management Act, Public Service Regulations, Public Service Act, Departmental Policies and Procedures, Corporate Governance, Batho Pele Principles, Minimum Information Security Standards, All Labour Relations, Public Service Code of Conduct. Skills: Financial Management, Leadership, Verbal and written Communication, Computer Literacy, Project Management, Strategic management, Interpersonal relations, Conflict management, Decision making.
<u>DUTIES</u>	:	Develop Strategies to promote equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director-General and Executive Authority on an ongoing basis regarding Labour Relations matters and trends within the country. Promote sound Labour Relations in various Industries within the country. Manage the process of promoting equity in Labour Market. Manage the resources within the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms MM Matyila Tel No: (012) 309 4026
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For online applications email: Jobs-HQ25@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office

OTHER POSTS

<u>POST 40/14</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR 4/4/4/10/01 (X2 POSTS)</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: Parktown
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Analytical Chemistry/ Occupational Health/ Hygiene/ Chemical engineering. Four years' functional experience in Health and Hygiene inspection/ Services. Valid driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, OHS Standards, OHS Management System, OHS act, OHS Regulation, OHSAS, Inspectors appointment certificate, Appointment certificate ex-officio. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Safety within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr M Tshabalala Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP22@labour.gov.za For attention: sub-directorate: Human Resources Management, Provincial Office: Gauteng.
<u>POST 40/15</u>	:	<u>PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/4/10/02</u>
<u>SALARY</u>	:	R582 444 per annum

**CENTRE
REQUIREMENTS**

- : Provincial Office: Parktown
- : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Mechanical Engineering. Four years' functional experience in Health and safety inspections focusing on Mechanical engineering. Valid driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System, COIDA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.

DUTIES

- : Provide inputs into the development of Mechanical Engineering policies and ensure implementation of OHS strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends on Mechanical Engineering. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES
APPLICATIONS**

- : Mr M Tshabalala Tel No: (011) 853 0300
- : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP21@labour.gov.za For attention: sub-directorate: Human Resources Management, Provincial Office: Gauteng

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 17 November 2025, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African 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, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 40/16** : **CHIEF DIRECTOR: LAW REFORM AND POLICY COORDINATION REF NO: RSCM10 /2025**
- SALARY** : R1 494 900 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Law or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by

the National School of Government (NSG). Experience in the law reform and policy coordination. Certificate in legislative drafting and experience in the South African legislative process for the promulgation of legislation. Knowledge of Legal Administration, Strategic coordination/ planning, Business planning, Report/professional writing, Policy development, Business process management, Organisation performance management, Risk management, Audit procedures, Research methodologies and presentation, Project management, Outlook, Ms Word, PowerPoint, Excel, Knowledge on how to use legal data bases (Juta, Sabinet, LexisNexis) for research purposes, Policies, legislation and procedures, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, Departmental legislation, Budget planning and control, procurement and financial prescripts, Legislative drafting course. Skills & Competencies: Strategic Capability and Leadership, Managerial skills, Advanced skills in policy formulation, Negotiation skills, Adequate skills in computer use, Advanced skills in budgeting, managing budget, Advanced skills in respect of formal presentation and public speaking; management and project management, Good interpersonal relations and diplomatic skills, Relationship Management, Stakeholder engagement, Public Relations, Research, 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. Personal attributes Managerial capability, Ability to work individually and in a team, Adherence to deadlines, Good interpersonal relations, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self-supervision, Highly developed sense of honesty, Protect the confidentiality of documents.

<u>DUTIES</u>	:	Manage and oversee the management of all law reform requests. Oversee the provisioning of general legal support in respect of legislation administered by the Department Oversee and manage the drafting, vetting of, commenting on and processing of Bills. Ensure the provision of general legal support and directives issued in terms of legislation administered by the Department Ensure legislation and policy coordination within the Department
<u>ENQUIRIES</u>	:	Ms P Diphaha, Tel: (012) 399 9602
<u>APPLICATIONS</u>	:	RSCM10-2025@dffe.gov.za

OTHER POSTS

<u>POST 40/17</u>	:	<u>CONTROL BIODIVERSITY OFFICER GRADE A: CITES POLICY DEVELOPMENT AND IMPLEMENTATION REF NO: BC29/2025</u>
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<u>SALARY</u>	:	R612 480 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A four (4) years Degree (NQF8) or equivalent qualification in Environmental Management/ Natural Sciences or equivalent qualification within the related field plus six (6) years post qualification experience in the relevant field. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant Acts that deal with biodiversity matters. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA). Knowledge of protection and sustainable use of natural resources, in particular applicable MEAs (CITES and CBD). Experience and knowledge of policy development and implementation. Knowledge of legal and administrative processes pertaining to legislation. Skills: Planning skills; Good communication skills; Computer literacy; Creativity; Communication skills; Report writing skills and Organisational skills. Personal attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations; Initiative; Responsibility and loyalty.
<u>DUTIES</u>	:	Develop, review and amend regulations, policies, strategies, plans and norms and standards relating to CITES. Facilitate stakeholder participation during the legislative development process. Develop and monitor national CITES

		implementation plans and frameworks. Provide technical guidance to provincial authorities and enforcement agencies. Coordinate the allocation of CITES quotas. Compile annual and bi-annual reports. Coordinate and liaise with other Parties on CITES implementation matters. Ensure that CITES resolutions and decisions are domesticated into national practice. Prepare for international meetings, including Standing Committee meetings and Conference of the Parties. Evaluate CITES permit applications and issuance of permits.
<u>ENQUIRY APPLICATIONS</u>	:	Ms MO Kumalo at 060 834 3088
	:	BC29-2025@dffe.gov.za
<u>POST 40/18</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY AND TELECOMMUNICATION MANAGEMENT SERVICES REF NO: CMS15/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Public Administration (NQF 6) or relevant qualification. A minimum of 3 years' experience in Auxiliary and Telecommunication Services. Knowledge of administrative procedures. Financial and project management. Knowledge of HR practices. Ability to gather and analyse information. Contract management. Computer literate. Coordination and writing reports. Planning and organizing skills. Good communication skills (written and verbal). Good interpersonal relations skills. Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide a Telecommunication Services. Facilitate movement and installation of telephone lines. Ensure maintenance and replacement of faulty or worn-out telephone instruments. Conduct awareness campaigns. Provide support on contract management. Provide support on the management of Service Level Agreements. Provide support on the management of projects. Conducting inspections. Compile submissions for appointment/renewal of service contracts. Administer Telkom Contracts. Facilitate payment of DATA, Voice lines. Coordinate upgrading of telephone equipment's at regional offices. Facilitate Auxiliary Services. Ensure that policies and control measures (rooster) for auxiliary services are in place and are adhered to. Ensure availability of necessary equipment and staff for efficient and effective cleaning services. Ensure training of auxiliary staff in relevant skills.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Mampshika Tel No: (012) 399 8516
	:	CMS15-2025@dffe.gov.co.za
<u>POST 40/19</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION REF NO: EP19/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF 6) in Social and/or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research. A minimum of three (3) years' proven experience in project management, Monitoring and Evaluation. Knowledge and experience in database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI. Ability to customise and generate reports to meet users' needs. Extensive experience in conducting social research (minimum two years) from both public and or private. Knowledge of GWM&E. Knowledge of Programme Performance Management Framework. Report-writing skills. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research. Good analytical capability. Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage). Ability to develop newsletters. Knowledge and experience in contract management. Good stakeholder liaison, co-ordination and problem-solving skills. Good computer skills. Good interpersonal relations. Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s). A valid driver's license is a must.
<u>DUTIES</u>	:	Participate in conducting of monitoring and evaluation studies within the branch. Generate, customise and communicate reports to the relevant stakeholders. Participate in the process of coordinating the implementation of recommendations from various monitoring and evaluation reports. Responsible for the development of the M&E newsletter. Contribute in the process of reviewing monitoring and evaluation framework and the M&E plans.

		Support the regions with data collection, verification and provision of feedback on a regular basis. Responsible for capturing, cleaning and analysing of the data collected. Preparation of branch monthly/quarterly performance reports. Engagement with stakeholders at different levels. Support the branch as and when required.
<u>ENQUIRIES</u>	:	Mr M Moela Tel No: (012) 399 9730
<u>APPLICATIONS</u>	:	EP19-2025@dffe.gov.za
<u>POST 40/20</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND BUSINESS PERFORMANCE REF NO: CMS25/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Commerce/ Humanities/ Social Science/Business/Public Administration or relevant qualification. Minimum of 3 years' experience in Organizational Planning/Performance or relevant field. Experience in providing support in organizational planning, performance monitoring, reporting and evaluation. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of Government planning framework. Knowledge of planning, monitoring and reporting procedures. Knowledge and understanding of project and financial management Sound planning and organizing skills, good communication skills, writing skills, interpersonal relations skills, analytical thinking, computer skills, conflict resolution skills, facilitation and leadership skills. Ability to gather and analyse information. Ability to develop and apply policies. Ability to facilitate workshops. Ability to work under extreme pressure. Ability to work individually and in team. Ability to work long hours.
<u>DUTIES</u>	:	Coordinate the development and review of the Department's 5-year strategic plan, annual performance plan and annual operational plan aligned to Government's planning frameworks, the environment sector priorities, government's Medium-Term Development Plan and government's planning frameworks. Coordinate the development of departmental performance reports. Coordinate the development and review of the Department's service delivery improvement programme. Coordinate monitoring, reporting and evaluation within the Department. Coordinate the internal and external audit process. Develop and implement the organizational performance management policy framework and guidelines for the Department.
<u>ENQUIRIES</u>	:	Ms L Tsekiso Tel No: (012) 399 9661
<u>APPLICATIONS</u>	:	CMS25-2025@dffe.gov.za

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	17 November 2025
<u>NOTE</u>	:	All short-listed candidates 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 Department. Following the interview and technical exercise for 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

<u>POST 40/21</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: NDOH 82/2025</u> Directorate: Strategic Planning
<u>SALARY</u>	:	R896 436 per annum, (basic salary consists of 70% or 75% of total package), salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Strategic Management/Business Administration/ Business Management/ Public Management or Public Administration as recognized by SAQA. At least three (3) years' functional experience in a strategy and planning environment, at an Assistant Director or equivalent level. Experience in the development, monitoring, and reporting of indicators at the project/sub-program or program level. Knowledge and understanding of the National Health Act, National Health System and Health Information System. Knowledge and understanding of the regulatory requirements that impact planning in the health sector. Knowledge and understanding of government planning practices, methodologies and budgeting processes. Good communication (verbal and

	written), leadership, organising and co-ordination, interpersonal risk management, analytical, project management, problem solving and computer skills (MS Office package). A valid driver's licence.
<u>DUTIES</u>	: Manage, facilitate and coordinate the development of National Department of Health Strategic Plans and Annual Performance Plans. Provide strategic overview for health sector planning for the development of Strategic Plans and Annual Performance Plans. Provide technical support to Provincial Departments of Health to develop Strategic Plans, Annual Performance Plans and District Health Plans. Develop appropriate tools/frameworks to support the development of performance plans. Facilitate integrated planning for the health sector. Support the development of Service Delivery Improvement Plan (SDIP) for the National Department of Health. Collaborate with internal stakeholders to develop the SDIP. Contribute to the development of integrated budgeting, planning, monitoring and evaluation. Support the development of the health sector Estimate for National Expenditure (ENE) through identification of appropriate performance indicators in line with high impact outputs aligned to government and sector priorities. Support the achievement of deliverables of the strategic planning directorate. Develop strategies/plans to promote the achievement of directorate's deliverables.
<u>ENQUIRIES</u>	: Ms K Sebanyoni Tel No: (012) 395 8408
<u>POST 40/22</u>	: <u>DEPUTY DIRECTOR: PROVINCIAL SUPPORT REF NO: NDOH 83/2025</u> Directorate: Compensation Commissioner for Occupational Diseases
<u>SALARY</u>	: R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package), salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	: Johannesburg
<u>REQUIREMENTS</u>	: A Grade 12 certificate and NQF 7 qualification in Financial Management as recognized by SAQA. At least three (3) years' experience as an Assistant Director or equivalent level in Financial Management/Fund Management or Claims Management. Knowledge of risk management and understanding the application of Government and Departmental policies. Sound understanding of financial policies as guided by Treasury Regulations. Knowledge of Public Service Act and Regulation. Good communication (verbal and written), strategic capability and leadership, financial management, project management, people management, monitoring, evaluation and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	: Develop Standard Operating Procedure (SOP) and policy for provinces. Develop and align policies to the standard operating procedure for provinces and the department. Strengthen the implementation of supply chain and processes in the provinces related to the occupational health services. Develop a checklist on all procurements to ensure accountability by provinces. Support the province on all occupational Health Services and ensure proper maintenance of equipment is in line with supply chain processes. Monitor the payment for provincial hospitals and services providers that are performing Medical Bureau for Occupational Diseases. Implement controls that ensure proper management of claims management in the provinces. Risk management. File management. Manage and monitor the internal audit functions for the Medical Bureau for Occupational Diseases (MBOD)/ Compensation Commissioner for Occupational Health (CCOD). Support internal auditors in the execution of the audit plan by arranging meetings to discuss the plan and ensuring that it is approved and signed by the relevant signatories. Management of state resources.
<u>ENQUIRIES</u>	: Ms Thembisa Mama Tel No: (012) 395 5650

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE)**

<u>APPLICATIONS</u>	:	All application should be emailed to Applications.central@umfolozi.edu.za . The name of the post and reference number must be indicated in the email subject line. Applications should be send as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Re- Advertisement (Candidates who previously applied need to re-apply).
<u>CLOSING DATE</u>	:	14 November 2025 at 13:00
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
OTHER POST		
<u>POST 40/23</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: UMF73/10/2025</u> (PERSAL Appointment)
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	UMfolozi TVET College, Central Office
<u>REQUIREMENTS</u>	:	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). Registration with Health Professions Council of South Africa/ either Registered Counsellor (Career Counselling or School Counselling) or psychometric (Independent Practice). 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. Previous experience of at least 2 years in the TVET Sector.
<u>DUTIES</u>	:	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,

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

: Ms ZH Mngoma Tel No: (035) 902 9501

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 14 November 2025

NOTE : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and 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); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY.

OTHER POST

POST 40/24 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (X4 POSTS)**
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY CENTRE : R468 459 - R551 823 per annum (Level 09), (A basic salary)
: Gauteng: Provincial Manager's Office Ref No: HRMC 47/25/1a (X1 Post)
: KwaZulu-Natal: Provincial Manager's Office Ref No: HRMC 47/25/1b (X1 Post)
: Mpumalanga: Provincial Manager's Office Ref No: HRMC 47/25/1c (X1 Post)
: Western Cape: Provincial Manager's Office Ref No: HRMC 47/25/1d (X1 Post)

REQUIREMENTS : An undergraduate qualification in Labour Relations / Labour Law at NQF level 6 as recognized by SAQA. 3 Years' experience as Labour Relations Officer or Practitioner is required. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Agreements. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving. Programme and project management. Ability to meet deadlines. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the province. Represent the Province at all disciplinary hearings. Provide expert advice in the province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the province. Respond to complaints, grievances and appeals adhering to

all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office on a weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-

Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

<u>CLOSING DATE</u>	:	14 November 2025
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct 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 form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications, we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right to fill or not fill the any advertised posts. 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. The successful candidate will be appointed subject to positive results of the security vetting process. 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. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting presentively and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POST

<u>POST 40/25</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTNG REF NO: Q9/2025/75</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Financial Accounting at NQF level 7. Three years' relevant supervisory experience. Valid driver's license. Knowledge Requirements: Sound knowledge in preparation of Financial Statements. Knowledge of BAS, LOGIS and PERSAL systems. Knowledge of Regulatory Framework of the Public Service, e.g. PFMA, Public Service Regulations, National Treasury Regulations and other relevant prescripts. Knowledge of Modified Cash Standard (MCS) and Accounting Manual for Departments. Skills and Competencies: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Analytical thinking, Computer skills, Computer literacy

(MS Word PowerPoint and Excel. Planning and organization, Language, Good verbal and written Communication skills. Accuracy, ability to work under pressure and prepared to work irregular hours. Analysis of National Treasury Guidelines and Framework.

DUTIES

: Financial Statements Preparation and Reporting: Compile monthly, quarterly and annual financial statements. Coordinate and collect all required data for complete and accurate reporting. Verify and evaluate inputs received from management for inclusion in financial statements. Prepare supporting audit files aligned with National treasury. Financial Governance and Compliance: Manage and update registers for: Fruitless and wasteful expenditure, irregular expenditure, unauthorized expenditure. Serve as secretariat for: Financial Misconduct Committee, Loss Control Committee. Liaise with internal and external auditors to address audit findings and ensure compliance with PFMA, Treasury Regulations and other applicable legislations. Internal Controls and Risk Management: Establish, implement and monitor internal control systems. Develop and maintain financial reporting systems to ensure accuracy and integrity. Support risk mitigation through proactive identification and resolution of financial irregularities. Performance Monitoring and Evaluation: Collect and consolidate financial and non-financial information for BEE audit compliance. Provide financial input into departmental performance reviews and strategic planning processes.

ENQUIRIES

: Mr. S Ndaba Tel No: (012) 399 0115

APPLICATIONS

: Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email recruitment23@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION

: Mr. DS Baloyi Tel No: (012) 399 0202

**GRADUATE INTERNSHIP PROGRAMME FOR (2025 TO 2027)
(24 Months)**

APPLICATIONS

: National Office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria 0001, or Recruitment24@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

FOR ATTENTION

: Ms. Mereko Tel No (012) 399 0189

CLOSING DATE

: 14 November 2025

NOTE

: The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University Graduates who have not been exposed to work experience related to their qualifications, Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct 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 form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialed new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. affidavit confirming that you have not participated in a similar Programme before. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The

successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POST

<u>POST 40/26</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: (2025 TO 2027) REF NO: Q9/2025/77 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	National Office, Pretoria, Office of the Chief Financial Officer
<u>REQUIREMENTS</u>	:	Qualification: NQF level 7: Financial Management or Accounting Science.
<u>ENQUIRIES</u>	:	Mr. Thipe Tel No: (012) 399 0185

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	17 November 2025
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 40/27</u>	:	<u>MANAGER: HUMAN RESOURCE AND PLANNING REF NO: 3/10/25 OLSO</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Grade 12; An appropriate National Diploma (NQF level 6)/ Degree as recognized by SAQA in Human Resources Management or equivalent; A minimum of 3 years' experience in Human Resources management resources at junior management level; Knowledge and understanding of HR related prescripts (e.g. Employment Equity, Labour relations and Public Service, Knowledge and understanding of the HR systems, best practises, and processes. Knowledge of POPIA, PAJA AND PAIA, Knowledge of BCEA (Basic Conditions of Employment Act), Knowledge of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance. Knowledge of Management Act, Government initiatives and decisions. Skills and Competencies: People Management; Policy Development; Project Management; Budgeting and financial management; Communication; Client orientation and Custer focus; Presentation and Facilitation; Diversity management and Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Team Management; Change Management.

<u>DUTIES</u>	:	Manage, and coordinate recruitment and selection process; Manage performance management process; Manage and coordinate the administration of employee benefits; Manage the human resource planning of Legal services Ombud; Develop Human Resources policies and processes; Manage and facilitate employee records analyse the Human Resources trends and gaps; Manage the humans' operations and facilitate human Resource risk register; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Nokulunga Dumakude at 069 019 9428
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR email application to: OLSOenquiries@justice.gov.za
<u>POST 40/28</u>	:	<u>MANAGER: GOVERNANCE AND BUSINESS PROCESSES REF NO: 2/10/25 OLSO</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Centurion
	:	Grade 12; National Diploma in Operations Management/Management Services (NQF Level 6) as recognized by SAQA; A minimum of 3 years' experience in organizational design and business processes at junior management level; Knowledge of HR related legislation; Understanding of business processes; Knowledge of job design and evaluation systems; Knowledge of Organisational design principles and procedures; Knowledge of Public Service Act and Regulations; Knowledge of POPIA, PAJA and PAIA; Knowledge of Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Diversity management and Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Team Management; Change Management.
<u>DUTIES</u>	:	Manage, develop and review of organizational structures and systems and ensure alignment to strategic objectives; Manage operations and submit quarterly and annual reports in this regard; Manage the alignment and maintenance of functional post establishment; Manage and facilitate the development and enhancement of business processes; Manage and develop norms and standard for organisational operations; Manage and facilitate the development and review of job description; Manage and facilitate the conducting of job analysis and evaluation process; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR email application to: OLSOenquiries@justice.gov.za
<u>POST 40/29</u>	:	<u>MANAGER: COMPLAINTS AND INVESTIGATIONS REF NO: 2/01/25 OLSO</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Centurion (X3 Posts) Cape Town (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB Degree/ four-year Law Degree as recognized by SAQA; A minimum of 3 years' experience post qualification in the Legal Services field; Admission to Legal Practice Council and in good standing; Knowledge of the Legal Practice Act; Practical knowledge and understanding of assessment as well as investigative approaches and methodologies; Practical knowledge and understanding of drafting legal instruments, litigation management processes and interpreting statutes. Skills and Competencies: Computer literacy; Strategic capability and leadership; Case-flow management; Financial skills; Information and knowledge management; Project management; Service delivery innovation; Legislative drafting; Presentation and facilitation; Ability to analyse and develop policies; Communication skills (written and verbal)

<u>DUTIES</u>	:	Provide complaints assessment services, determine requirements and present the outcome to the relevant Committee. Investigate complaints, provide report and advice on remedial actions to the Committee and monitor the investigations thereof. Provide legal advisory services on contracts and service level agreements correspondence. Draft and review legal opinions, Manage litigation matters on behalf of OLSO; Conduct legal research and knowledge management; conduct of disciplinary committees and appeal tribunals of the LPC; Develop and review policy guidelines and procedures for assessment operations and investigation/monitoring operations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR email application to OLSOenquiries@justice.gov.za
<u>POST 40/30</u>	:	<u>EXECUTIVE OFFICE ADMINISTRATOR: IN THE OFFICE OF THE OMBUD REF NO: 2/9/25 OLSO</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12; National Diploma (NQF Level 6) in Administration or equivalent. A minimum of 3 years' experience in executive support.; Knowledge of the relevant Public Service legislation and Legal Practice Act; Knowledge and understanding of financial, provisioning and procurement prescripts and procedures; Knowledge and understanding of OLSO operational policies and procedures, Stakeholder management. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Financial management skills; Report writing skills; Administrative skills Good interpersonal relations; Attention to details; Ability to work independently.
<u>DUTIES</u>	:	Provide Executive Secretarial/receptionist support; Provide administrative support services; Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence. Compile reports and analyze statistics for submission to the office of the Ombud. Manage finance and procurement of goods and services of the Office of the Ombud. Working with different Stakeholders for the Ombud.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR email application to OLSOenquiries@justice.gov.za
<u>POST 40/31</u>	:	<u>COURT MANAGER (X7 POSTS)</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Aliwal North Ref No: 111/25EC (X1 Post) Magistrate Office: Idutywa Ref No: 112/25EC (X1 Post) Magistrate Office: New Brighton Ref No: 113/25EC; (X1 Post) Magistrate Office: Sterkspruit Ref No: 114/25EC (X1 Post) Magistrate Office: Clanwilliam Ref No:66/2025/WC (X1 Post) Magistrate Office: Khayelitsha Ref No: 67/2025/WC (X1 Post) Magistrate Office: Knysna Ref No: 68/2025/WC (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF 6) as recognized by SAQA in Public Administration/ Management/ Law /Legal studies or field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years (2) as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the court environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Communication and information management;

		Continuous improvement; Citizen focus and responsiveness; Planning and organising; Developing others; Diversity management; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr A Jilana Tel No: (043) 702 7000 / 7010 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 40/32</u>	:	<u>SOCIAL WORKER SUPERVISOR (GR 1- 2) REF NO: 25/35/KZN</u>
<u>SALARY</u>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Pietermaritzburg Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Supervisory skills; Facilitation skills; Communication (written and verbal) skills; Computer literacy (MS Office); Mediation, interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contacts; Supervise the provision of Expert witness evidence in Court of Law; Oversee Implementation and monitoring operational performance of forensic social work Services; Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and Parenting Plans; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N.F. Nkosi Tel No: (031) 3723000 Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
<u>POST 40/33</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTS AND SYSTEMS CONTROL REF NO: 25/106/FMS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An NQF level 7 qualification in Financial Management, Financial Accounting, Internal Audit, Management Accounting as recognized by SAQA; A minimum of 3 years' experience in a Financial Management of which 2 years should be at a supervisory level; Knowledge of Public Finance Management Act, and budget management; Knowledge of National Treasury Regulations and Frameworks; Knowledge financial system (BAS and Safety Net) and policy development. Skills and Competencies: Applied strategic thinking; Applied

		technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Presentation and facilitation skills; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS word, Power Point, Outlook, Excel).
<u>DUTIES</u>	:	Key Performance Areas: Monitor Accounts and compile Trial Balance Work Plans; Monitor Batch Control Process; Facilitate and administer the process of entities; Facilitate and maintain BAS profiles and provide advice; Provide accounting information and responses to risk, audit and assurance providers; Authorize all projections (sundry payments) to be cleared on a quarterly basis; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 40/34</u>	:	<u>ADMINISTRATIVE OFFICER (X3 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Offices: Cape Town Ref No: 69/2025/WC (X1 Post) Magistrate Office: Mitchells Plain Ref No: 70/2025/WC (X1 Post) Magistrate Office: Ntuzuma Ref No: 25/36/KZN (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma / Bachelor's degree in Public Administration / Public Management or equivalent, 3 years' administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act (PFMA); Knowledge of Financial Management (Vote and Trust); Departmental Financial Instructions (DFI); BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer literacy (Microsoft Packages); Good Communication skills (written and verbal); Organising and Problem-solving skills; Sound Leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Thirty Party Funds and Vote Accounts for the office; Coordinate, manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Kwazulu-Natal: Ms VT Mlandiso Tel No: (031) 3723000
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or visit: https://forms.office.com/r/X2XaVPasWu KwaZulu-Natal: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
<u>POST 40/35</u>	:	<u>PHOTOGRAPHER: INTERNAL COMMUNICATION REF NO: 25/115/IDS</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 in qualification Photography as recognized by SAQA; A minimum of 2 years experience in Photography; Knowledge of lighting and camera systems; Knowledge and understanding of audio-visual systems and technologies, ability to troubleshoot and resolve technical issues efficiently, proficiency in photo and video editing software; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations. Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making;

	Diversity citizenship; Communication (verbal and written) skills; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Coordinate and facilitate photographic projects; Manage photographic technical operations and resource management; Employ photo editing software to edit and enhance images for desired effects; Establish and organize Departmental centralized photo library for internal use.
<u>ENQUIRIES</u>	: Mr R Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR: https://forms.office.com/r/X2XaVPasWu
<u>POST 40/36</u>	: <u>SENIOR COURT INTERPRETER (X7 POSTS)</u>
<u>SALARY</u>	: R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office, Goodwood Ref No: 74/2025/WC (X1 Post) Magistrate Office: Verulam Ref No: 25/37/KZN (X1 Post) Magistrate Office: Whittlesea Ref No: 116/25EC (Re-advertisement) (X1 Post) Magistrate Office: Graaff-Reinet, Ref No: 117/25E (X1 Post) Magistrate Office: East London Ref No: 118/25EC (X1 Post) Magistrate Office: Mdantsane Ref No: 119/25EC (X1 Post) Magistrate Office: Flagstaff Ref No: 120/25EC (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification in the field of languages at NQF 5 and minimum of three years' practical experience in court interpreting or Grade 12 with ten years' practical experience in court interpreting; Proficiency in English and two or more indigenous languages. Language proficiency: Verulam: IsiXhosa and IsiZulu; Eastern Cape: Preference will be given to languages used in area and sign language; A valid driver's license will serve as an added advantage. NB: Applicants will be subjected to a language test – speak, read and written. Skills and Competencies: Planning and organizing; Time management skills; Interpersonal skills; Problem solving and analytical thinking; Listening skills Communications skills; Computer literacy; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	: Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Provide effective people management; Develop Terminology.
<u>ENQUIRIES</u>	: Western Cape: Ms P Paraffin Tel No: (021) 462 5471 KwaZulu-Natal: Ms V.T. Mlandeliso Tel No: (031) 3723000 Eastern Cape: Mr. S Nofemela Tel No: (043) 702 7000 / 7003
<u>APPLICATIONS</u>	: Western Cape: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin KwaZulu-Natal: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number.
<u>POST 40/37</u>	: <u>CHIEF ACCOUNTING CLERK REF NO: 2025/87/GP</u>
<u>SALARY</u>	: R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: State Attorney Pretoria
<u>REQUIREMENTS</u>	: Grade 12 with commercial subjects; A minimum of 3 years' experience in financial administration. Knowledge of Accounting and financial administration, Financial operating systems (PERSAL, BAS, JYP), Knowledge of Financial management and regulatory framework/guidelines, prescripts, the Public Service Act, Public Service Regulations, Treasury Regulations, Departmental

		Financial Instructions, Public Finance Management Act (PFMA). Skills and Competencies: Computer literacy; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Organisational and effectiveness skills; Communication skills (verbal & written); Planning and organizing skills; Problem analysis; Team membership; Technical proficiency, Accurate and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render asset management clerical services. Supervise and render demand and acquisition clerical services; Supervise and undertake logistical support services; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or https://forms.office.com/r/X2XaVPasWu
<u>POST 40/38</u>	:	<u>STATE ACCOUNTANT (THIRD PARTY FUNDS) REF NO: 91/25EC</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	An NQF level 6 in Financial Accounting/ Financial Management/ Economics/ Public Finance/ Internal Audit/ B Com in Finance as recognised by SAQA; A minimum of three years' experience in Financial Management environment. Knowledge of Public Finance Management Act (PFMA) and Budget Management; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act. Skills and Competencies: Computer literacy; Good communication (verbal and written) skills; Planning and organizing skills; Ability to work under pressure and self-motivated; Accurate and attention to details; Budget Management and costing, presentation and facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Monitor the cash flow management for the province; Provide financial administration in the province; Monitor the monthly Third-Party Funds (TPF) Bank Reconciliation in the province; Implement and monitor compliance; Facilitate audit process within the province.
<u>ENQUIRIES</u>	:	Mr Nofemela Tel No: (043) 702 7000 / 7135
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 40/39</u>	:	<u>MAINTENANCE INVESTIGATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Elliotdale Ref No: 115/25EC (X1 Post) (Will also be responsible to work at other offices in the district as required) Magistrate Office, Ceres Ref No: 73/2025/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr. S Nofemela Tel No: (043) 702 7000 / 7003 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or to https://forms.office.com/r/X2XaVPasWu or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London.

Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: <https://forms.office.com/r/X2XaVPasWu> For Attention: Ms P Paraffin

<u>POST 40/40</u>	:	<u>COURT INTERPRETER (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: George Ref No: 64/2025/WC (X1 Post) Magistrate Office: Worcester Ref No: 65/2025/WC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 Certificate or equivalent qualification; Proficiency in one or more indigenous languages and English; The following will serve as an added advantage: Three months practical experience and drivers license. Skills and Competencies: Good communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibit; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin.
<u>NOTE</u>	:	Separate applications must be made per centre and quoting the relevant reference number.
<u>POST 40/41</u>	:	<u>ADMINISTRATION CLERK (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Burgersdorp Ref No 121/25E (X1 Post) Magistrate Office: George Ref No: 72/2025/WC (X1 Post) Magistrate Office: Esikhaleni Ref No: 25/39/KZN (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organising; Interpersonal skills; Language skills; Flexibility; Good communication (verbal and written) skills; Teamwork.
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component.; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 or Ms C Williams (043) 702 7000 / 7131 Western C Ape: Ms P Paraffin Tel No: (021) 462 5471 KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 3723000
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin KwaZulu-Natal: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference number.
<u>POST 40/42</u>	:	<u>SECURITY OFFICER REF NO: 71/2025/WC</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Wynberg

<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of Physical Security procedures and processes; Safety and Security Legislative Frameworks; PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organising skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras, Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES</u>	:	Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin

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.

CLOSING DATE

: 17 November 2025

NOTE

: The NPA invites unemployed South African learners on a TVET placement and internship programme for University graduates for a period of 24 months (2026 - 2028). The applicants should either be studying towards a qualification from a TVET College and expected to undertake a period of work experience to fulfill the requirements of such qualification or have obtained a qualification from a university or university of technology. This internship programme is a once off opportunity for learners/ graduates, however those who previously participated in the internship programme will not be considered. People with disabilities are encouraged to apply. The closing date is therefore extended to 17 November 2025. Generic requirements: Must be a South African citizen Must have no criminal conviction(s) or case pending Learners must be unemployed and never have participated in the programme Applications: All applications must be submitted to the relevant Recruitment Response e-mail addresses indicated under each Post. Note: Applicants must submit applications on the most recent Z83 form, which can be obtained on the website of any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za> The Z83 must be accompanied by a comprehensive CV. Failure to submit applications in the prescribed manner, will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicants' attention is drawn to the fact that the NPA uses an Electronic Response Handling System. Applications submitted in any other way other than the published e-mail address will be treated as invalid. Please do not contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, only then may you contact the NPA through the enquiries person listed in the advert. The NPA reserves the right not to fill any particular position. If you do not hear from us within six (6) months from the closing date of the advert, please accept that your application was unsuccessful. 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. Applicants are advised that as from 1 January 2021 a new Z83 application form is in use. The new application for employment form (Z83) can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 an application should 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.

ERRATUM: Please note that the TVET placement and internship programme advertised in Public Service Vacancy Circular 38 dated 17 October 2025 must read as follows: "The NPA invites unemployed South African learners on a TVET placement and internship programme for University graduates for a period of 24 months (2026 - 2028). The applicants should either be studying towards a qualification from a TVET College and expected to undertake a period of work experience to fulfil the requirements of such qualification or have obtained a qualification from a university or university of technology. This internship programme is a once off opportunity for learners/ graduates, however those who previously participated in the internship programme will not be considered. People with disabilities are encouraged to apply. The closing date is therefore extended to 17 November 2025.

**INTERNSHIP FOR 2026 TO 2028
(Period of 24 Months)**

OTHER POSTS

POST 40/43 : **INTERN: FINANCE REF NO: KIMFIN (X1 POST)**
DPP: Kimberley

STIPEND : R6 659.25
CENTRE : Kimberley
REQUIREMENTS : National Senior Certificate (Matric), N6 in Finance and/or relevant qualification.
ENQUIRIES : Mr Ishmael Mofokeng Tel No: (053) 807 4507
APPLICATIONS : e mail kimfin@npa.gov.za

POST 40/44 : **INTERN: HUMAN RESOURCES REF NO: KIMHRM (X1 POST)**
DPP: Kimberley

STIPEND : R6 659.25 per month
CENTRE : Kimberley
REQUIREMENTS : National Senior Certificate (Matric), N6 Certificate in Human Resource Management and/or relevant qualification.
ENQUIRIES : Mr Ishmael Mofokeng Tel No: (053) 807 4507
APPLICATIONS : e mail kimhrm@npa.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory training programmes. Suitably qualify, dynamic, passionate and experienced persons are invited to apply for the vacant permanent positions. Applications are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.



<u>APPLICATIONS</u>	:	Applications can be submitted in the following ways: (1) by email, using the relevant email address and quoting the reference number in the subject line, (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. Should you submit your application and CVs to the address not as specified for the post, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system. For Attention: And Enquiries: Kindly contact Mr. Thabo Ngwenya Tel No: (012) 441 6108 or Mr. Mpho Mugodo Tel No: (012) 441-6017.
<u>CLOSING DATE</u>	:	14 November 2025 at 16h00
<u>NOTE</u>	:	Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. 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 this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme . The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

MANAGEMENT ECHELON

<u>POST 40/45</u>	:	<u>CHIEF DIRECTOR: RESEARCH AND MARKET INTELLIGENCE REF NO: NSG 20/2025</u> Job Purpose: To lead, design, and oversee economic research, policy analysis, and market intelligence, as well as drive the implementation of the NSG's research agenda, capacity-building initiatives, and strategic representation in relevant government forums.
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), an inclusive remuneration package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification (NQF Level 7) in Economic Management, Data Sciences or a related field with a specialization in Applied Economics, Behavioural Economics, Public Economics, Policy Analysis, Statistics, Development Economics or another relevant discipline that demonstrates advanced knowledge and practical application of economics will

be considered. A post-graduate qualification (NQF level 9 or 10) with demonstrable research capability will be an added advantage. Faculty affiliation at senior lecturer or Associate Professor level will give candidates a competitive edge. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Extensive proven and relevant experience of which five (5) years must be at a senior managerial level, in applied economic research, modelling, capacity building and project management. Experience in leading and managing research projects and teams, preferably in an academic, research or public sector context. Demonstrated ability to conduct high-level research and analysis, formulate policies based on research outcomes, and provide strategic advice to senior management. Experience in academic writing, publishing of papers, management of journals and presentation. Experience working in higher and further education environments. Knowledge: In-depth understanding of macroeconomic principles, fiscal policy, and public economics. Knowledge of relevant public sector legislation, including the Public Service Act, Public Finance Management Act, and other regulatory frameworks. Proficiency in both qualitative and quantitative research techniques, particularly in economic and policy-related studies. In-depth knowledge of and experience in research, knowledge, information and data management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). In- depth theoretical and practical knowledge of best practice and cutting-edge research methodologies. Skills: Advanced theoretical and practical knowledge of research as a discipline, preparing datasets for quantitative and qualitative data analysis. Knowledge of broad analytical techniques, such as statistics and econometrics, as well as mathematical and operations research tools. Ability to analyse and draw reasonable inferences from the analyses of financial and economic data. Advanced knowledge to develop and validate research instruments/methods. Advanced knowledge of data warehousing and mining. Advanced knowledge of multi-disciplinary research and research environments. Ability to integrate, interrogate and interpret knowledge and information. Knowledge in skills assessments and identifying training needs. Proven advanced writing, proofreading and editing skills. Academic research and publications, use of plagiarism checking tools. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to improving organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice: Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the

public. Integrity and honesty, detail-oriented, creative and innovative, ability to work under pressure. Domestic and international travel and work extended hours when required. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Develop and implement the NSG's research agenda to address economic and public policy priorities. Represent the NSG in Economic Cluster forums, providing expert economic input and enhancing the institution's strategic positioning. Oversee the analysis of socio-economic policies and advise on capacity development interventions to improve public sector performance. Collaborate internally to support curriculum design with content, particularly in economics, based on research-driven insights. Produce high-quality research reports, policy briefs, and economic analyses for stakeholders. Manage and oversee collaborative research initiatives with academic institutions and government departments. Lead the development and use of economic models to forecast fiscal trends, labour market shifts, and policy impacts globally and locally. Conduct scenario planning to inform the future of the South African public sector and the NSG's long-term strategy and public sector development initiatives. Monitor and report on economic indicators relevant to public governance and adjust strategies accordingly. Provide expert advice to senior leadership based on economic analyses and research findings. Identify strategic opportunities to align NSG's programmes with the government's economic development priorities. Build strategic partnerships with government bodies, universities, and think tanks to advance the NSG's research agenda. Represent the NSG at national and international economic forums to share insights and enhance institutional visibility. Facilitate information sharing through publications, conferences, and workshops to promote thought leadership. Oversee the establishment and implementation of knowledge management systems for effective research dissemination. Foster interdepartmental collaboration to support data-driven decision-making and learning within the NSG. Undertake market intelligence and data analysis across organs of state to identify and inform capacity-building interventions. Conduct skills gap analyses to address the evolving needs of public sector governance and administration. Develop frameworks for measuring the impact of capacity-building initiatives and learning programmes. Provide economic data and research insights to support curriculum development for public sector training. Provide strategic leadership and management for the Chief Directorate. Ensure resource optimisation and performance excellence within the research team. Develop frameworks for ethical data management and compliance with research standards. Monitor and evaluate research outputs to ensure alignment with institutional priorities. Promote professional development to build a high-performing team.

ENQUIRIES APPLICATIONS

: Mpho Mugodo Tel No: (012) 441 6017
: Email to Recruitment.MMSSMS@thensg.gov.za, or hand deliver to The National School of Government, ZK Mathews Building, 70 Meintje Street, Sunnyside, Pretoria.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.

**NOTE**

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

MANAGEMENT ECHELON

<u>POST 40/46</u>	:	<u>DIRECTOR: TAX LEGISLATIVE DRAFTING REF NO: S086/2025</u> Division: Office Of the General-Counsel (OGC) Purpose: To draft and scrutinise all tax and other revenue legislation and support its legislative processes, including stakeholder engagement, to comment on draft legislation impacting on all tax and other legislation and to advice on the interpretation of tax and other revenue legislation.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive) Pretoria A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Law or LLB. A postgraduate / LLM qualification in Tax Law will be an added advantage. A minimum of 5 years' experience at a middle or senior managerial level obtained in the legislative drafting. Knowledge and experience in constitutional law and drafting of legal documents and/or legislation. Experience in the Executive's and Parliament's processes for considering draft legislation. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Drafting and Scrutiny of Tax and other Revenue Legislation: Develop key design measures for the drafting of new and amendment tax and other revenue legislation and draft the legislation. Scrutinise draft revenue legislation prepared by another institution (e.g. SARS). Following the stakeholder consultation, draft resultant amendments to draft revenue legislation. Oversee the editing and document control of legislative documents for sound and clear revenue legislation. Facilitate the translation of draft tax and other revenue Bills into another official language. Revenue Legislative Process Engagement: Participate in the stakeholder consultation engagements. Coordinate drafting inputs from key stakeholders, e.g. SARS and tax practitioners. Facilitate scrutiny of draft revenue legislation by the Office of the Chief State Law Adviser (Department of Justice & Constitutional Development) and liaise with Parliamentary Legal Advisers. Oversee engagement schedule on drafting co-ordination within the National Treasury, Executive and Parliament. Support the Parliamentary process on tax and other revenue Bills. Facilitate the translation of draft Bills into other official language/s. Drafting and Scrutiny of Legal Instruments issued under Tax and other Revenue Legislation, and Comment on draft Legislation having implications for Revenue Legislation: Draft regulations, notices and other legal instruments to be issued by the National Treasury or the Minister of Finance. Scrutinise regulations, notices and other legal instruments to be issued by the National Treasury or the Minister of Finance prepared by other institutions (e.g. SARS). Align the editing and document control of legislative documents for the legal instrument to be issued by the National Treasury or the Minister of Finance. Co-ordinate and provide input on draft legislation, having implications for tax and other revenue legislation, initiated by other national departments submitted to the National Treasury for input. Interpretation of Tax and other Revenue Legislation: Provide advice on the interpretation of tax and other revenue legislation to internal and external stakeholders. Liaise with other units in National Treasury or another institution that should be consulted on interpretation. Facilitate opinions on interpretation of tax and other revenue legislation from Office of the Chief State Law Advisers or private legal practitioners.
<u>ENQUIRIES APPLICATIONS CLOSING DATE</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za To apply visit: https://erecruitment.treasury.gov.za/eRecruitment 17 November 2025 at 12:00 pm (Midday)
<u>POST 40/47</u>	:	<u>DIRECTOR: TRANSPORT, DEFENCE AND GENERAL SECTOR REF NO: S079/2025</u> Division: Asset And Liability Management (ALM) Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the transport, defence and general sectors and participating in the influence policy development and planning of the restructuring of State-Owned Entities (SOE's).
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Finance or Economics. A minimum of 5 years' experience at a middle or senior managerial level in the sectors of transport, defence and general sectors. Knowledge and experience in financial management, mergers and acquisitions, strategy and/or economic regulation. Experience in financial policy analysis and strategic planning. Knowledge of the Government's Policy framework. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Restructuring of SOEs: Identify areas for output pertaining to restructuring of SOEs in the transport, defence and general sectors. Review the restructuring or turnaround plans of the SOEs in the transport, defence and general sectors. Participate in the restructuring of SOEs in the transport, defence and general sectors in conjunction with other stakeholders. Provide strategic input on restructuring initiatives. Oversight over SOEs: Participate in the review and development of government legislation and regulations including but not limited to PFMA, MFMA and NT Regulations. Assess the impact of sector regulations on SOEs in the transport, defence and general sectors. Analyse sector policy and legislation for conformity. Analyse industry structure and impact on SOEs in the transport, defence and general sectors and the reciprocal impact on the industry structure. Analyse industry trends and impact on SOEs in the transport, defence and general sectors. Assess the alignment of corporate plans of SOE's and compare them to policy objectives. Exercise oversight over Schedule 2 and 3B SOEs in the transport, defence and general sectors. PFMA Oversight: Assess and respond to PFMA applications from SOEs in the transport, defence and general sectors. Review of Contingent liabilities: Assess guarantee requests received from SOEs. Provide inputs to request and advise on whether guarantees should be granted.
<u>ENQUIRIES APPLICATIONS</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>CLOSING DATE</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
	:	17 November 2025 at 12:00 pm (Midday)
<u>POST 40/48</u>	:	<u>DIRECTOR: MUNICIPAL FINANCE RECOVERY SERVICES REF NO: S081/2025</u> Division: Intergovernmental Relations Division (IGR) Purpose: To manage all processes related to the preparation of financial recovery plans as determined by Chapter 13 of the Municipal Finance Management Act (MFMA).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive)
	:	Pretoria
	:	A Grade 12 is required coupled with a minimum bachelor's degree (equivalent to NQF level 7) in Public Finance or Public Administration or Economics or Accounting/ Business Economics. A minimum of 5 years' experience at a middle or senior managerial level obtained in the development and reviewing of a financial recovery framework. Knowledge and experience in the implementation of a financial recovery framework. Undertaking of institutional and organisational and service delivery arrangements in municipalities. Knowledge and experience of the intergovernmental and fiscal framework. Knowledge and experience in the coordinating of financial disputes. Knowledge and experience in developing resolutions for financial challenges within municipalities. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Implementation of the intervention and recovery framework in terms of Chapter 13 of the MFMA: Provide guidance to National Treasury and the Provincial Treasuries on the implementation of discretionary and mandatory interventions according to the criteria in Chapter 13 of the MFMA. Ensure that the preparation of financial recovery plans is consistent with the processes, procedures and timeframes outlined in the MFMA and any subsequent resolutions. Assess and respond to requests for discretionary and mandatory financial recovery plans received from Provinces. Monitor the implementation

of all mandatory recovery plans and progress in national interventions. Appointment of service providers: Prepare Request for Quotations (RFQ) for FRPs and develop functional criteria to appoint service providers on the MFRS panel. Adjudicate proposals and bids received from Service Providers according to Supply Chain Management practices. Assist in the appointment, monitoring and management of National Cabinet Representatives and support teams for national interventions. Undertake quality control and value for money assessments in the preparation of financial recovery plans by service providers. S139 advocacy and awareness: Participate in the ongoing awareness and advocacy of S139 interventions, Strengthen the roll-out and implementation of the NT's strategic approach to interventions. Capacitate Provincial Treasuries in the development of financial recovery plans and monitoring the implementation thereof, S139 Knowledge Management: Assist in the development of a S139 interventions toolkit. Identify and develop best practices for FRP implementation to be shared across the LG sector, Develop and maintain an FRP reporting database. Stakeholder Engagement: Respond to clients' concerns and initiate the correct interventions through the determinations of the financial recovery framework. Consult stakeholders through the MFRS framework and tools in the enhancement and effectiveness of municipal performance. Provide support and advice on financial management and recovery plans in local government.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 17 November 2025 at 12:00 pm (Midday)

POST 40/49 : **DIRECTOR: WATER, ENERGY AND TELECOMS REF NO: S080/2025**
Division: Asset and Liability Management (ALM)
Purpose: To exercise oversight over Schedule 2 and 3B national government State Owned Entities (SOEs) in the Water, energy and telecommunications sectors and participate in policymaking pertaining to restructuring of SOEs.

SALARY : R1 266 714 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum bachelor's degree (equivalent to NQF level 7) in Finance or Economics. A minimum of 5 years' experience at a middle or senior managerial level obtained in the water, energy and telecoms sectors. Knowledge and experience of financial management, mergers and acquisitions, strategy and economic regulation. Experience in financial policy analysis and strategic planning. Knowledge of the Government's Policy framework on the management and oversight of SOEs. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Restructuring of SOEs: Identify potential restructuring opportunities of SOEs in the sectors in to achieve government's objectives. Review the restructuring and turn-around plans of SOEs in the sectors. Participate in the restructuring of SOEs in the energy telecommunications and water sectors with other departments. Provide strategic inputs on the repositioning and restructuring initiatives of SOEs. SOEs Oversight: Assess the impact of regulatory changes on SOEs in the sectors. Analyse sector policy and legislation for their correct application and implementation. Participate in the review and development of government legislation and regulations including but not limited to PFMA, MFMA and NT Regulations. Analyse industry trends and structures impacting on SOEs in the energy and telecommunications sectors. Assess and align corporate plans of SOEs in the energy and telecommunications sectors with policy objectives and initiate oversight over Schedule 2 and 3B SOEs. PFMA and MFMA Oversight: Review PFMA and MFMA applications from SOEs in the energy and telecommunications sectors. Make recommendations based on requests in alignment with the related regulations. Review Contingent Liabilities: Assess guarantee requests from SOEs. Provide inputs to the request and advise whether guarantees should be granted.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 17 November 2025 at 12:00 pm (Midday)

<u>POST 40/50</u>	:	<u>DIRECTOR: POLICY COSTINGS REF NO: S089/2025</u> Division: Tax And Financial Sector Policy (TFSP) Purpose: To provide analysis enabling the calculation of the revenue implications of tax proposals.
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum bachelor's degree (equivalent to NQF level 7) in Economics/ Statistics/ Mathematics. A minimum of 5 years' experience at a middle or senior managerial level obtained in research and tax policy analysis and formulation. Knowledge and experience of the broader policy framework on tax revenue and related processes. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Develop microsimulation models for corporate income tax (CIT), personal income tax (PIT) and value-added tax (VAT): Develop excel-based microsimulation models to simulate policy options for PIT, CIT, and VAT. Perform regular updating of the microsimulation models. Use microsimulation models to estimate the revenue and distributional impacts of proposed policy interventions. Annual tax incentive reviews: Assist policy directorates with data and methodological requirements to perform tax incentive reviews. Preparation, publication and development of tax expenditure statement and annual tax review (Tax Statistics publication): Assist with compiling the annual tax review and ensure accuracy and integrity of data. Coordinate inputs from the National Treasury Tax Policy unit into the publication. Provide inputs to the South African Revenue Service (SARS) with the compiling of tables and graphs on tax revenue statistical data. Conduct research on international tax expenditure reporting and methodological best practices to enhance South Africa's current reporting. Determine data requirements on tax expenditures in conjunction with SARS. Publish statistical tables and graphs for the tax expenditure statement in the annual Budget Review. Assist directorates with modelling the economic impact and revenue implications of different tax policy proposals: Provide analysis to estimate the revenue implications of specific tax proposals. Justify and motivate the quantification of economic commonness of various taxes.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	17 November 2025 at 12:00 pm (Midday)
<u>POST 40/51</u>	:	<u>DIRECTOR: PUBLIC PROCUREMENT NORMS AND STANDARDS REF NO: S082/2025</u> Division: Office of The Chief Procurement Officer (OCPO) Purpose: To research, design, and support the development and implementation of the procurement regulatory framework, norms and standards at provincial and local spheres of government.
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum bachelor's degree (equivalent to NQF level 7) in Supply Chain Management or Law, or Economics or Business Economics or Logistics. A minimum of 5 years' experience at a middle or senior managerial level obtained in the supply chain environment. Knowledge and experience of the public sector SCM legislative and regulatory framework. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	SCM Policy Development and Implementation: Manage the research, development, and support implementation of the procurement regulatory framework, norms and standards at provincial and local spheres of government. Manage the research, development, and support implementation of the procurement regulatory framework, norms and standards including, but not limited to: Constitution of the Republic of South Africa; Public Procurement Act; Public Finance Management Act; Municipal Finance Management Act;

Preferential Procurement Policy Framework Act; Any applicable regulatory framework. Develop the norms and standards, instructions and guidelines for implementation of the procurement regulatory framework for provincial and municipal spheres of government, including, but not limited to: Demand Management; Procurement Planning; Acquisition Management; Strategic Sourcing; Contract Management; Logistics Management; Disposal Management; Performance Management Reporting. Procurement regulatory framework: Manage the research, design and development of a procurement framework for public entities, departments, government components applicable at provincial and local government that leads to improved government / stakeholder interface and ease of doing business with government, government policy, and strategic partners, Manage the research, development, and support implementation of government procurement policy, norms and standards that aligns with and is responsive to broad government policy objectives including but not limited to: Public Procurement Act Regulations; Treasury Regulations; Procurement norms and standards; Procurement risk management; Procurement policy performance indicators; Code of conduct for all persons involved in procurement at all spheres of government including suppliers. Manage the research, development, and support implementation of government preferential procurement policies applicable at provincial and local spheres of government including but not limited to: Preferential procurement strategy and performance indicators for; Industrial Procurement Policies Transformation and black economic empowerment; Preferential procurement performance monitoring; Preferential procurement system. Procurement norms and standards: Manage the research, development and implementation of supplier management framework as follows: Develop a code of conduct for all persons involved in procurement; Develop instructions and guidelines for implementation of the regulatory framework; Guide and provide technical support to procuring institutions on the interpretation and application of the regulatory framework; Guide procuring institutions on supplier restriction/ debarment procedures. Research, develop and implement uniform bid documents including Procurement Specifications; Procurement Templates; Standard Operating Procedures. Procurement Continuous Improvement: Perform research on best practices regarding procurement policy, norms and standards, Identify and recommend new and alternative solutions for procurement policy, norms and standards. Procurement Knowledge and Information Management: Manage procurement policy, norms, and standards information. Manage and advise the content of procurement policies by other government institutions.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 17 November 2025 at 12:00 pm (Midday)

OTHER POSTS

POST 40/52 : **SENIOR ECONOMIST: VALUE-ADDED TAX, EXCISE AND SUB-NATIONAL TAXES REF NO: S087/2025**

Division: Tax And Financial Sector Policy (TFSP)

Purpose: To develop tax policy pertaining to Value Added Tax, Excise Taxes, Fiscal Decentralisation and other consumption taxes to support fiscal reform in South Africa; and to assist in the maintenance of a coherent indirect tax policy framework.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum bachelor's degree (equivalent to NQF level 7) in Economics or Taxation. A minimum of 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in research and policy analysis (formulation). Knowledge and experience of the broader tax policy framework.

DUTIES : Value Added Tax: Review and analyse VAT policy regarding Distributional impact, Inflationary impact, and Revenue impact. Review the implications of proposed amendments to the VAT Act and liaise with SARS. Engage in stakeholder consultation and client liaison with written replies and comments. Engage legal drafters to incorporate policy proposals and amendments into VAT law as intended including submissions. Excise Taxation: Provide Excise Tax policy advice regarding Distributional impact, Inflationary impact, and

Revenue impact, especially relating to Alcohol, Tobacco taxes, Health Promotion Levy, and any other related excise tax. Initiate research and review Excise Tax policy considerations. Engage in stakeholder consultation and client liaison with written replies and comments. Analyse the implications of proposed amendments to the Customs and Excise Act and liaise with SARS. Engage legal drafters regarding policy proposals and amendments pertaining to Customs and Excise. Fiscal Decentralization: Investigate appropriate tax instruments and revenue-sharing arrangements for sub-national spheres of government. Review tax proposals by provinces and local governments and provide advice in respect of: Provincial taxes (including fuel taxes); Municipal taxes (including property rates and user fee surcharges); Regional Services Councils levies replacement (including local business tax, tax sharing, and grant replacement options). Engage Intergovernmental Relations business unit (IGR) and provide tax policy advice. Liaise with legal drafters on policy proposals and amendments for incorporation into law. Gambling Taxes and other indirect taxes: Research and prepare, develop, design, and review other indirect taxes for consideration and inclusion. Provide policy advice with pertaining to gambling taxes and other indirect taxes. Develop databases on tax policy formulation, analysis of macro-economic impacts, research, review, and tax policy consideration. Analyse implications of proposed amendments to the legal framework and liaise with SARS, and other stakeholders. Money Bills: Evaluate the funding arrangements of extra-budgetary agencies by way of earmarked levies and / or user charges.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 17 November 2025 at 12:00 pm (Midday)

POST 40/53 : **SENIOR ECONOMIST: TAX REVENUE REF NO: S091/2025**
 Division: Tax And Financial Sector Policy (TFSP)
 Purpose: To Assist in the provision of tax revenue analysis and tax revenue forecasting.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum bachelor's degree (equivalent to NQF level 7) in Economics or Econometrics or Statistics. A minimum of 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in research, tax policy analysis, and formulation. Knowledge and experience of the broader policy framework on tax revenue and related processes. Exposure to statistical and econometric modelling techniques.

DUTIES : Prepare tax revenue estimates for the annual Budget Review and Medium-Term Budget Policy Statement (MTBPS): Estimates of tax revenue by tax instrument for the annual Budget Review – the focus being of the main tax instruments, i.e. personal income tax (PIT), value-added tax (VAT), corporate income tax (CIT), fuel taxes, excise duties and customs duties. Revised tax revenue estimates at the time of the MTBPS. Revisions to tax revenue estimates between the annual Budget Review and MTBPS for inputs into formulating a revised fiscal framework. Preparation of basic statistical tables and graphs of tax revenues for the annual Budget Review and MTBPS. Prepare analytical inputs (e.g. notes, presentations) to communicate revenue trends and outlook as inputs into various fiscal strategy forums. Monitor monthly tax revenues and revise tax revenue estimates: Monitor monthly tax revenues to track deviations from estimates and provide plausible explanations for deviations by tax instrument. Develop statistical and econometric techniques to improve on the quality and accuracy of tax revenue estimates: Develop statistical and econometric models to forecast tax revenues in both macro data and micro data concepts. Make use of basic regression techniques and where appropriate more advanced econometric and statistical modelling. Convene the Revenue Analysis Working Committee (RAWC): Arrange the logistics of the RAWC meetings. Prepare the tax revenue estimates on behalf of the Tax Revenue and Policy Costings chief directorate for these meetings. Be able to defend these estimates at these meetings. Keep minutes of these meetings. Prepare the inputs of the Tax Revenue and Policy Costings chief director for deliberations by the RAWC meetings and keep minutes of the outcome of such deliberations.

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

<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	17 November 2025 at 12:00 pm (Midday)
<u>POST 40/54</u>	:	<u>ASSISTANT DIRECTOR: DEBT ISSUANCE AND MANAGEMENT REF NO: S078/2025</u> Division: Asset And Liability Management (ALM) Purpose: To assist with the financing of the government's borrowing requirements through the issuance of government securities in the domestic and international capital markets.
<u>SALARY</u>	:	R582 444 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Economics or Finance or Statistics or Investment Management or Mathematical Sciences. A minimum of 3 years' experience obtained in financial markets, fixed-income trading, and research. Exposure to the money, banking, and capital markets. Knowledge and experience in quantitative research methodologies. Knowledge and experience in market analysis information for utilisation in the broader business. Knowledge and experience in dealing with various foreign interest rate markets and currencies. Experience in qualitative and quantitative analysis of domestic and foreign capital markets.
<u>DUTIES</u>	:	Finance Borrowing in Domestic and International Capital Markets: Assist and provide inputs to formulate funding strategy, budget review and medium-term budget. Assist with quantitative and qualitative analysis and support the debt management issuances of government securities in the domestic and international capital markets. Familiarise and stay abreast of the funding requirements in the support and liaison with relevant stakeholders. Perform market, quantitative and yields analysis for bond auction announcements and recommend bonds to be issued. Provide support during the weekly bond auctions, follow up, report on problems arising from the auctions, and provide inputs into the compilation of auction reports. Stakeholder Engagement: Provide input on the development and implementation tools to maintain and broaden the investor base. Assist with the implementation of an investor website to improve stakeholder engagement. Provide assist on domestic and foreign investors' interaction through provision of support during roadshows. Assist with the establishment of relationships with banks, domestic and foreign investors and provide an administrative support based on the engagement with lawyers on certain conditional requirements. Disclose listing in Domestic and Offshore Bond Issuance: Assist with the annual filing process of the 18K form with foreign stakeholders like the U.S. Security Exchange Commission and Japan. Support the disclosure and listing requirements associated with domestic and offshore bond issuance. Engage stakeholders on general information in the sourcing and exchange of processing. Benchmarking and Research on Markets Volatility: Assist with research initiatives on capital markets pertaining to market volatility in the prudent management of debt. Assist with research on local and international markets and stay abreast of developments, which may have an impact on debt management issues. Assist with the analysis of briefing notes and speeches.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	17 November 2025 at 12:00 pm (Midday)
<u>POST 40/55</u>	:	<u>SENIOR STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: S084/2025</u> Division: Office of The Director-General (ODG) Purpose: To properly maintain the finance lease register for efficient, effective and economical management of voice and data related contracts or transactions. Maintain a pool register for assets transferred to the department upon expiry of the initial finance lease period, make recommendations to dispose redundant pool equipment, verify and account for all pool equipment. To communicate with clients for timely upgrading of contracts.
<u>SALARY</u>	:	R397 116 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Financial

Accounting or Supply Management or Business Administration. A minimum of 2 years' experience obtained in the financial management accounting environment. Knowledge and experience of the broader Financial Management and Accounting and Asset Management frameworks.

DUTIES

: Maintain the Finance Lease and Pool Register and Voice and Data Line Transactions: Maintain an updated finance lease and pool register supported by authorised order documentation detailing the relevant contract terms. Keep record of start and end date of contracts, rates, cost centre, and applicable asset details. Issue new pool equipment for relevant users in support of authorised documentation. Maintain records of expired contracts and purchases 100% financed contracts. Recover redundant pool equipment from business and align with movements on finance lease and pool registers. Comply with relevant application statutes, regulations and departmental prescripts pertaining to finance leases, Reconcile the finance lease and pool register. Disposal of Redundant or Obsolete Assets: Identify redundant or obsolete assets on and recommend for disposal in accordance with the Departments disposal policy. Update the pool register with approved disposals and record the reasons for disposal in alignment with relevant prescribes. Electronic Confirm Existence of Pool Assets (cellular phones and 3G cards): Update the pool register with the electronic verification outcome and report findings to relevant authority. Execute verification of activities in accordance with the approved projects deliverables. Departmental Policies, Procedures and Prescripts: Assist and provide input with the development and maintenance of asset management policies, procedures and prescripts of the Department. Assist with the development and maintenance of asset acquisition, maintenance, and disposal plans.

ENQUIRIES

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

APPLICATIONS

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

CLOSING DATE

: 17 November 2025 at 12:00 pm (Midday)

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

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

Gauteng/Land Court Randburg/Johannesburg/Pretoria: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

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

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

Eastern Cape/East London/Makhanda/Mthata/ Qheberha /Bisho: 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

: 21 November 2025

NOTE

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

requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office of the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

<u>POST 40/56</u>	:	<u>CHIEF REGISTRAR REF NO: 2025/279/OCJ</u>
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Division of The High Court: Makhandha
	:	Grade 12, a minimum of LLB Degree or equivalent qualification (NQF level 8) and a minimum of eight (8) years' experience as a Registrar., A valid Driver's license will serve as an advantage. Skills and Competencies: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of Court documentation management and Human Resource Management, Batho Pele Principles, Numerical Skills, Problem solving, Decision-making skills, Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/ interpersonal relations, Planning and organizing skills, Report writing skills, Interviewing skills, Work ethic and motivation, Professional appearance and conduct, Self-management, Ability to work under pressure and solve problems, Confidentiality, Resilience, Honesty and integrity, Flexibility, Personal motivation and creative thinking.
<u>DUTIES</u>	:	Manage the Information and case/ court documentation Management System: Implement information desk in the court, Develop and maintain a complaints management system, Interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes, ensure that accurate statistics is furnished to PSC on a monthly basis, Provide all reports within the given time limits. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, Review and implement projects to improve court efficiency regularly, Implement a case/ court documentation and information management system, Coordinate case flow management meetings, Attend to default judgment applications and taxation of attorneys bills of costs, Ensure court processes are issued, Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, Liaise with the service provider on a regular basis to ensure smooth service delivery, Peruse proposed amendments received from the rules board and provide comments, if any to them, Propose amendment to practice directives of the JP and provide drafts if requested, Attend to the implementation of the new court practices, Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, Give direction and guidance to the court based on best court management practices, Lead transformation in the High court, Supervise and develop staff, Ensure general supervision of employees, Allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage

	performance and conduct discipline of employees, Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, Address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	: Technical enquiries: Mr S Mponzo Tel No: (040) 603 5000 HR Enquiries: Ms P Biko Tel No: (040) 608 7700
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/279/OCJ@judiciary.org.za
<u>NOTE</u>	: OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 40/57</u>	: <u>CHIEF REGISTRAR REF NO: 2025/280/OCJ</u>
<u>SALARY</u>	: R586 956 - R1 386 972 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	: Grade 12, a minimum of LLB Degree or equivalent qualification (NQF level 8) and a minimum of eight (8) years' experience as a Registrar., A valid Driver's license will serve as an advantage. Skills and Competencies: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of Court documentation management and Human Resource Management, Batho Pele Principles, Numerical Skills, Problem solving, Decision-making skills, Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/ interpersonal relations, Planning and organizing skills, Report writing skills, Interviewing skills, Work ethic and motivation, Professional appearance and conduct, Self-management, Ability to work under pressure and solve problems, Confidentiality, Resilience, Honesty and integrity, Flexibility, Personal motivation and creative thinking.
<u>DUTIES</u>	: Manage the Information and case/ court documentation Management System: Implement information desk in the court, Develop and maintain a complaints management system, Interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes, ensure that accurate statistics is furnished to PSC on a monthly basis, Provide all reports within the given time limits. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, Review and implement projects to improve court efficiency regularly, Implement a case/ court documentation and information management system, Coordinate case flow management meetings, Attend to default judgment applications and taxation of attorneys bills of costs, Ensure court processes are issued, Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, Liaise with the service provider on a regular basis to ensure smooth service delivery, Peruse proposed amendments received from the rules board and provide comments, if any to them, Propose amendment to practice directives of the JP and provide drafts if requested, Attend to the implementation of the new court practices, Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, Give direction and guidance to the court based on best court management practices, Lead transformation in the High court, Supervise and develop staff, Ensure general supervision of employees, Allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage performance and conduct discipline of employees, Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, Address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	: Technical enquiries: Ms Z Sondlo Tel No: (011) 359 7400/7458 HR Enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/7575
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/280/OCJ@judiciary.org.za

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

POST 40/58 : **LAW RESEARCHER REF NO: 2025/281/OCJ**

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

CENTRE : Eastern Cape Division of the High Court: Makhanda
REQUIREMENTS : Grade 12 Certificate. Degree in LLB at NQF level 8. A minimum of two (2) years' in the relevant field and a valid Driver's license. Superior court or litigation experience will be an added advantage. Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles. Communication skills (verbal and written), Problem solving and decision-making skills, Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, Computer literacy, (Word, PowerPoint & Excel,). Applied Strategic Thinking, Budgeting and Financial Management, Communication and Information Management, Customer Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management and Team Leadership.

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

ENQUIRIES : Technical Related Enquiries: Mr S Mponzo Tel No: (018) 608 7700
HR Related Enquiries; Ms P Biko Tel No: (040) 608 7700/

APPLICATIONS : Applications can be sent via email at 2025/281/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the departmental employment equity goals.

POST 40/59 : **PRINCIPAL COURT INTERPRETER REF NO: 2025/282/OCJ**

SALARY : R397 117 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Mthatha
REQUIREMENTS : Grade 12, National Diploma in Legal Interpreting/ equivalent qualification at (NQF level 6), A minimum of two (2) years' experience as a Court Interpreter,

A valid driver's license will be an added advantage. Skills and Competencies: Adherence to Batho Pele and the OCJ Principles, Knowledge of Court proceedings, Cultural diversity, Knowledge of Policies, Prescripts, and Legislation, Full command of the language, Communication (oral and written) skills, Listening skills, Computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.), Problem solving, Good Interpersonal relations, Planning and organizing, Good people skills, Intermediate typing skills), Customer service orientation, Confidentiality, Ability to work under pressure, Ability to work independently, Professionalism, Ability and willingness to learn, High level of reliability, Time bound, Creative and analytical thinking, Self-driven and Meticulous.

DUTIES : Render interpreting services in high profile matters: Interpret in complex cases, interpret in criminal, civil, and Labour Court, interpret in small claims court, interpret in disciplinary hearing, Interpret in Conciliation and Arbitration, interpret in confession, Interpret pre-trial proceedings and consultations. Control, supervise and attend to personnel administrative aspects of interpreters: Provide mentoring and coaching to junior/ senior interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, Control leave of Court interpreters and submit Court hour registers, Quarterly submit probation reports, Monitor subordinates on EHWP. Translate Legal documents and exhibits: Study and analyse the source documents, conduct necessary research and consult, Check, edit and revise the translated documents, Translate official documents and mechanically recorded audio material. Procure foreign language interpreters and casuals in line with PFMA and the relevant policy: Report statistical to be generated and escalated to the cluster manager of consolidation, Authorise payment of foreign language interpreters and casuals, Recommend lowest rate to the cluster manager for the Regional Office's approval. Develop terminology: Harvest if terminology, Database development, Provide terms and their respective meanings in the glossary register, Supervise and develop staff, Ensure general supervision of employees, Allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of employees, Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning and Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Mr S Mponzo Tel No: (018) 608 7700
HR Related Enquiries; Ms P Biko Tel No: (040) 608 7700/

APPLICATIONS : Applications can be sent via email at 2025/282/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the departmental employment equity goals.

POST 40/60 : **ADMINISTRATIVE OFFICER REF NO: 2025/283/OCJ**

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

CENTRE : Judicial Remuneration and Condition of Services: Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification. National Diploma in Public Administration/ Human Resource Management/ Public Relations or relevant qualification at NQF Level 6. A minimum of 2 years' experience in the relevant field or similar environment. PERSAL experience introduction Certificate will be an advantage.

DUTIES : Render efficient and effective administrative support to the smooth functioning of JRCS. The role of an administrative officer is to oversee administrative operations within the unit, ensuring efficiency and compliance with the Judge Remuneration and Conditions of Service Act 47, 2001, policies and procedures. The administrative officer will be expected to manage administrative staff, handle correspondence, coordinate office activities, and maintain records of the unit. Tasks will include approving transactions on PERSAL, record-keeping, correspondence management, scheduling, and ensuring smooth office operations. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed in order to deliver work of the required standard

	efficiently and effectively. Develop, implement, and monitor work systems and processes to ensure efficient and effective functioning of JRCS.
<u>ENQUIRIES</u>	Technical Related Enquiries: Mr A Slingsers email ASlingers@judiciary.org.za HR Related Enquiries; Ms L Makula Tel No: (018) 397 7064/7000
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/283/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/61</u>	: <u>HANDYMAN (X4 POSTS)</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Eastern Cape Division of the High Court: Mthatha high Court Ref No: 2025/284/OCJ Makhanda High Court Ref No: 2025/285/OCJ Gqeberha High Court Ref No: 2025/286/OCJ Bisho High Court Ref No: 2025/287/OCJ
<u>REQUIREMENTS</u>	: ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Skills and Competencies: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	: Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr S Mponzo Tel No: (018) 608 7700 HR Related Enquiries; Ms P Biko Tel No: (040) 608 7700
<u>APPLICATIONS</u>	: Applications can be sent via email to: Mthatha high Court: 2025/284/OCJ@judiciary.org.za Makhanda High Court: 2025/285/OCJ@Judiciary.org.za Gqeberha High Court: 2025/286/OCJ@judiciary.org.za Bisho High Court: 2025/287/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/62</u>	: <u>HANDYMAN (X2 POSTS)</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Limpopo Division of the High Court: Polokwane Ref No: 2025/288/OCJ Tlohoayandou Ref No: 2025/289/OCJ

<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Skills and Competencies: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms ER Ramaphakela Tel No: (015) 495 1744 HR Related Enquiries; Mr AI Nemukula Tel No: (015) 495 1745/ Mr BM Tjiane Tel No: (015) 496 1447
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Polokwane: 2025/288/OCJ@judiciary.org.za Thohoyandou: 2025/289/OCJ@judiciary.org
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/63</u>	:	<u>HANDYMAN (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Kwa Zulu Natal Division of the High Court Division of The High Court: Pietermaritzburg Ref No: 2025/290/OCJ Durban Ref No: 2025/291/OCJ
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Skills and Competencies: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on

all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court.

- ENQUIRIES** : Technical Related Enquiries: Mr S Mvuyana Tel No: (031) 372 3176
HR Related Enquiries; Ms N Naidoo Tel No: (031) 372 3176
- APPLICATIONS** : Applications can be sent via email to: Pietermaritzburg: 2025/290/OCJ@judiciary.org.za
Durban: 2025/291/OCJ@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the departmental employment equity goals.

SASSETA FUNDED GRADUATE INTERNSHIP PROGRAMME FOR 2025 TO 2027 (24 MONTHS)

The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an internship programme in the 2025 To 2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously, and must be a South African citizen. The Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to persons with disabilities.

- 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
Free State: Provincial Service Centre/Free State Division of the High Court (Bloemfontein): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301
Gauteng: Provincial Service Centre/Land Claims Court (Randburg)/Johannesburg High Court/Pretoria High Court/Labour and Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg, 2001
KwaZulu-Natal: Provincial Service Centre/Durban/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, Cnr Somtseu & Stalwart Simelane Streets, Durban, 4000
Western Cape: Provincial Service Centre/Western Cape Division of the High Court (Cape Town): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, 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
- CLOSING DATE** : 21 November 2025
- NOTE** : Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.judiciary.org.za. Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of: Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). 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. Candidates wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

<u>POST 40/64</u>	:	<u>INTERNSHIP PROGRAMME ADMINISTRATION (SAJEI) REF NO: 2025/292/OCJ (X2 INTERNS)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms P Mogale Tel No: (010) 493 2500
	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2025/192/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/65</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES (LEGAL)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Gauteng Division of the High Court: Pretoria Ref No: 2025/293/OCJ (X1 Intern) Land Court: Randburg Ref No: 2025/294/OCJ (X1 Intern) Gauteng Division of the High Court: Johannesburg, Ref No: 2025/295/OCJ (X1 Intern) Labour and Labour Appeals Court: Braamfontein, Ref No: 2025/296/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	HR Enquiries: Ms L Netshitomboni Tel No: (010) 494 8520 Technical Enquiries Ms N Shandu Tel No: (010) 012 315 7602 (Pretoria) Ms R Bramdaw Tel No: (010) 494 8486 (Johannesburg) Ms N Mhlambi Tel No: (010) 493 5392/5670 (Randburg) Ms T Nzimande Tel No: (010) 494 9238 (Braamfontein)
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Gauteng Division of the High Court: Pretoria, Ref No: 2025/293/OCJ@judiciary.org.za Land Court: Randburg, Ref No: 2025/294/OCJ@judiciary.org.za Gauteng Division of the High Court: Johannesburg, Ref No: 2025/295/OCJ@judiciary.org.za Labour and Labour Appeals Court: Braamfontein, Ref No: 2025/296/OCJ@judiciary.org.za
<u>POST 40/66</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES LEGAL</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Western Cape Division of the High Court Ref No: 2025/297/OCJ (X1 Intern) Labour and Labour Appeals Court: Cape Town Ref No: OCJ 2025/298/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Administration / Management or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

<u>ENQUIRIES</u>	:	Mr S Hlongwane Tel No: (021) 429 4029
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Gauteng Division of the High Court: Pretoria, Ref No: 2025/297/OCJ@judiciary.org.za
<u>NOTE</u>	:	Land Court: Randburg, Ref No: 2025/298/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the departmental employment equity goals
<u>POST 40/67</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES LEGAL</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Durban High Court Ref No: 2025/299/OCJ (X1 Intern)
	:	Labour Court Durban Ref No: 2025/300/OCJ (X1 Intern)
	:	Pietermaritzburg High Court Ref No: 2025/301/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	HR Related Enquiries, Ms N Naidoo Tel No: (031) 372 3176
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Durban High Court, 2025/299/OCJ@judiciary.org.za
	:	Labour Court Durban, Ref No: 2025/300/OCJ@judiciary.org.za
	:	Pietermaritzburg High Court, 2025/301/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals
<u>POST 40/68</u>	:	<u>INTERNSHIP PROGRAMME PUBLIC ADMINISTRATION REF NO: 2025/302/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	KZN Provincial Service Centre (Durban)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2025/302/OCJ@judiciary.org.za
<u>POST 40/69</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES (LEGAL) REF NO: 2025/303/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Free State Division of the High Court (Bloemfontein)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/303/OCJ@judiciary.org.za
<u>POST 40/70</u>	:	<u>INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 2025/304/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Free State High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management /Public Administration or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical/HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
<u>NOTE</u>	:	Applications can be sent via email at 2025/304/OCJ@judiciary.org.za

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 17 November 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, 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/>.

MANAGEMENT ECHELON

- POST 40/71** : **DIRECTOR: PRODUCTIVITY AND CAPABILITY MEASUREMENT REF NO: DPSA 14/2025**
Purpose: To manage the development and implementation of prescripts for Productivity and Capability Measurement.
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R1 492 122 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior certificate and qualification at NQF level 7 in Public Administration / Public Management / Business Administration / Management Services / Industrial and Organisational Psychology / Operations or Production Management as recognised by SAQA. Minimum 5 years at Middle / Senior management. Minimum 8 years' appropriate experience in Operations Management and Service Delivery Improvement environment. Knowledge of

the Constitution of the Republic of South Africa, Public Service legislative and policy frameworks, and Government planning frameworks, including the National Development Plan (NDP) and key strategic priorities of government. Productivity measurement frameworks, tools, and methodologies. Understanding of the Operations Management Framework and systems of organisational efficiency and effectiveness. Attributes: Integrity, ethical conduct, honesty, reliability, accountability, confidentiality, loyalty, and professionalism. Managerial Skills: Strategic leadership and thinking, stakeholder management and coordination, decision-making, problem-solving, financial and human resource management, project and program management, policy development, research, monitoring and evaluation, and change management. Diversity management, conflict management, teamwork, and confidentiality. Generic Skills: Excellent written and verbal communication, report writing, facilitation, negotiation, presentation, interpersonal relations, information management, and computer literacy. Technical Skills: Productivity and capability measurement frameworks and tools, business process management, data analysis and impact evaluation, organisational performance assessment, and innovation for process improvement.

DUTIES

- : Lead the development and review of prescripts for Productivity and Capability Measurement, including policies, frameworks, norms and standards, directives, circulars and guidelines. Institutionalise productivity and capability measurement frameworks through research, systems development, and the establishment of enabling processes and standards. Provide technical and implementation support to national and provincial departments by facilitating management briefings, offering advisory and capacity-building services, and conducting trend analyses on productivity assessment outcomes. Manage monitoring and evaluation of compliance and impact, including the collection and analysis of data, monitoring of departmental compliance, conducting impact studies and evaluations, and producing case study and trend analysis reports. Develop and maintain systems and tools for measuring and analysing organisational productivity and capability performance. Oversee the operations, systems, and performance management of the Directorate, including annual and operational planning, budgeting, performance reporting, human and financial resource management, and audit compliance. Provide strategic support to governance structures within the Department and contribute to Chief Directorate policy, compliance and performance reports. Establish and manage relations with stakeholders within the area of productivity and capability measurements

ENQUIRIES APPLICATIONS

- : Ms. K. Pillay Tel No: (012) 336 1334
- : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert142025@dpsa.gov.za

OTHER POST

POST 40/72

- : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DPSA15/2025**
Purpose To develop and implement the Performance Management Development Systems prescripts for Public service.

SALARY

- : R1 059 105 per annum (Level 12), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R1 247 574 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE REQUIREMENTS

- : Pretoria
- : A Senior Certificate and a minimum qualification at NQF level 7 in Human Resource Management / Human Resource Development / Public Administration / Industrial and Organisational Psychology or a related qualification. Five (5) years of experience in a human resource management environment. Develop and implement performance management and development system prescripts within the public services. Provide advice and technical support to departments on performance management and

development systems matters. Monitoring the implementation and compliance of performance management and development systems. Provide support in the development and implementation of all the operations, systems, and processes of the Directorate. knowledge of the laws, regulations, and practices applicable to human resource practices in the Public Service, in particular the Public Service Act, Public Service Regulations, the Constitution, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, SAQA Act, Promotion of Administrative Justice Act, Access to Information Act, and the Labour Relations Act, Ability to work in a team, networking and building bonds, initiative, applying technology, communication skills, negotiation, information gathering, decision-making, and problem-solving. Monitoring and evaluation, research, data analysis, public policy analysis, policy writing, and report writing.

DUTIES

: Conduct research on performance management and development systems. Provide guidance on the development and implementation of performance management and development systems prescripts. Develop and submit prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) on performance management and development systems for approval by the relevant approval authority. Provide capacity building to National and Provincial Departments, and relevant institutions to empower them on performance management and development systems. Monitor and report compliance by National and Provincial departments on implementation of the prescripts and communicate remedial measures to the relevant departments for improvements. Provide Information, advice and support on performance management and development systems prescripts and capability to the MPSA, Cabinet, Parliament and other internal and external stakeholders.

ENQUIRIES APPLICATIONS

: Mr. E. Harris Tel No: (012) 336 1520
: Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert152025@dpsa.gov.za

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<u>APPLICATIONS</u>	:	can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided, the applications may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
<u>CLOSING DATE</u>	:	17 November 2025
<u>NOTE</u>	:	The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za , and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.
MANAGEMENT ECHELON		
<u>POST 40/73</u>	:	<u>CHIEF DIRECTOR: MARKET ENQUIRIES, MERGER/ACQUISITIONS AND ABUSE OF DOMINANCE REF NO: T&CB-023</u> Overview: To provide strategic leadership and overall management of the dtic's legal mandate concerning merger negotiations, acquisitions, abuse of dominance interventions and, market inquiries under the Competition Act, 1998 in support of South Africa's competition policy, economic deconcentration, and transformation objectives.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package) Sunnyside, Pretoria A qualification at NQF level 7 as recognised by SAQA in Economics /Commerce/ Public Policy/Competition or related field. 5 years' relevant experience at a senior managerial level in an economic environment in both the private and public sectors. Key Requirements: Demonstrated experience in merger negotiations, acquisitions, and public interest commitments. In-depth knowledge of the Competition Act, competition enforcement, regulatory frameworks and policy formulation. Experience in market inquiries, anti-competitive conduct cases and abuse of dominance interventions. Strong stakeholder management and negotiation skills with regulators, firms, and multinational investors. Proven ability in strategic planning, programme and project management, and monitoring/evaluation. Excellent policy analysis, research, report writing, presentation and communication skills. Competence in people management, financial management, and leadership. Computer literacy (MS Office packages).
<u>DUTIES</u>	:	Strategic Leadership: Oversee the development and execution of strategies on mergers, abuse of dominance, and market inquiries. Provide policy guidance

aligned with competition and transformation goals. Interpret amendments to the Competition Act and oversee their implementation. Market Inquiries: Oversee market inquiry processes, stakeholder engagement, and implementation of recommendations. Facilitate proactive market inquiries in consultation with the Competition Commission. Mergers and Public Interest Commitments: Provide technical advice and lead negotiations with merging parties. Ensure alignment of merger conditions with SA's investment and transformation goals. Oversee development of Merger Framework Agreements signed by the Minister. Abuse of Dominance and Market Conduct: Oversee strategies to address abuse of dominance concerns. Develop remedial measures for anti-competitive conduct. Identify and assess cases of abuse of market power by dominant firms. Stakeholder and Inter-Governmental Relations: Facilitate engagements with regulators, government departments, and industry bodies. Represent the dtic in policy and technical forums. Negotiate merger remedies and align enforcement with regional frameworks (e.g. AfCFTA). Chief Directorate Management: Oversee strategic, financial, and human resource management of the Chief Directorate. Lead the execution of operational plans. Monitoring, Evaluation and Reporting: Oversee systems to monitor pre-merger implementation and market conduct. Track implementation of public interest commitments and produce regular reports for executive and parliamentary oversight.

ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

POST 40/74 : **CHIEF DIRECTOR: SPATIAL INDUSTRIAL DEVELOPMENT & ECONOMIC TRANSFORMATION REF NO: SID& ET - 003**

Overview: To provide strategic and operational support to the Deputy Director-General: SID&ET with regard to the implementation of organizational strategies to ensure effective and efficient operations of the dtic.

SALARY CENTRE REQUIREMENTS : R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by SAQA in Economics / Finance / Business Admin / Public Management or related field. 5 years' relevant experience at senior managerial level in Operations / Strategy in both public and private sectors. Key Requirements: Demonstrated experience in strategic and operational planning, programme management and organisational performance monitoring. Knowledge of government planning frameworks (MTSF, MTEF, SDIP, APPs, DPME guidelines). Strong stakeholder management skills with experience in engaging with government, SOEs, labour, business, Parliament and international partners. Competence in governance, PFMA, Treasury Regulations and public sector compliance frameworks. Computer Literacy (MS Office packages). Proven ability to manage people, financial resources and institutional processes. Excellent analytical, problem-solving, research, report writing, and presentation skills. Strong leadership, interpersonal and communication skills. Ability to represent the Branch at senior forums (EXBO, OPSCOM, Parliamentary Committees, Cabinet memoranda).

DUTIES : Strategy and Planning: Provide leadership in the development and implementation of Divisional strategies and operational plans. Align Divisional plans with Departmental strategy, MTSF, MTEF, HR, ICT and SDIP requirements. Oversee quarterly and annual performance reporting to Parliament. Stakeholder Management: Establish and maintain partnerships with NEDLAC, business, labour, government departments, IPAs, and international bodies. Manage stakeholder relations, media communications and ensure Batho Pele principles in service delivery. Coordinate capacity building and information-sharing with regional and international partners. Monitoring, Evaluation and Reporting: Monitor performance of Division against strategic and operational plans. Manage integrated performance reporting, dashboards and compliance with reporting frameworks. Oversee corrective measures, divisional reviews and continuous improvement systems. Operational Management: Manage divisional planning, organising, leadership and control of resources. Oversee representation in OPSCOM, Risk Management, EE, Skills Development and OHS Committees. Manage labour relations, performance agreements, scarce skills initiatives and service delivery. Strategic and Operational Support: Provide support to the DDG and Chief Directors on strategic, operational, legal, financial and policy issues.

		Prepare briefing papers, respond to Parliamentary questions, and contribute to Cabinet memoranda. Manage contracts, tenders, audit findings and compliance with Auditor-General requirements. Facilitation of Agencies: Coordinate oversight of agencies reporting to the Branch. Oversee leadership appointments, SLA implementation, budgeting and transfers to agencies. Evaluate performance reports of agencies and advise on interventions. Chief Directorate Management: Manage financial and human resources of the Chief Directorate. Oversee strategic, operational and risk management processes. Ensure compliance with governance, audit and reporting requirements.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 40/75</u>	:	<u>DIRECTOR: EXPORT PROMOTION (AMERICAS) REF NO: EDP&OI - 083</u> Overview: To oversee and coordinate export promotion and marketing initiatives and programmes in order to grow and diversify South Africa's exports in the Americas region.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package) Sunnyside, Pretoria A qualification at NQF level 7 as recognised by SAQA in a Business Management, Economics, Marketing or related field. 5 years' relevant experience at a middle/senior managerial level in an Export Promotion environment. Key Requirements: Strong experience in trade and export promotion programs, preferably in the Americas region. Understanding of international trade policy, marketing strategies, and project execution. Understanding of public service legislative and regulatory frameworks. Proficiency in managing export marketing campaigns, inward/outward missions, and export forums. Strong analytical, research, and report writing abilities to support market intelligence and strategy. Ability to engage stakeholders across government, diplomatic missions, and the private sector. Experience in project and financial management, including planning and monitoring. Excellent communication, interpersonal, and leadership skills. Proficiency in computer applications, including Microsoft Office, digital communication platforms, and Trade Statistics Platforms.
<u>DUTIES</u>	:	Strategic Management and Policy Implementation: Develop and implement regional export promotion strategies aligned with trade policy priorities. Manage the resolution of export barriers through strategic engagement with exporters, local and international technical experts, and related Departments / Institutions. Monitor and evaluate strategic plans and provide quarterly and annual reports. Knowledge Management and Market Intelligence: Manage the development of databases, repositories, and market intelligence products. Coordinate the provision of sector-specific export data to stakeholders. Develop and update briefing materials and country/sector export potential opportunities. Innovation in Export Promotion: Design and manage innovative niche export promotion initiatives. Develop regional content and exporter-aftercare programmes. Evaluate new promotional strategies and refine implementation models. Project Management: Implement export promotion projects, including outward selling and inward buying missions. Coordinate company participation in national pavilions and strategic business forums. Support company recruitment for export readiness and branding campaigns. Stakeholder Management: Coordinate participation of export partners, including provinces, metros, and export councils. Engage with foreign economic offices, consulates, embassies, and international agencies. Collaborate with the Export Development and Promotion Forum and COTIs to identify exporters. Directorate Management: Manage the Directorate's human and financial resources, strategy, and operational plans. Ensure alignment of projects with national objectives and maintain strong performance systems.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 40/76</u>	:	<u>DIRECTOR: INSTITUTIONAL MANAGEMENT REF NO: CCRB - 063</u> Overview: To identify, develop and review strategies and policies related to regulatory entity oversight and management, and to monitor and evaluate the performance of the entities.
<u>SALARY CENTRE</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package) Sunnyside, Pretoria

<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Public Administration, Business Administration and / or Economics or related field. 5 years' relevant experience at a middle/senior managerial level in both private and public sector in agency management. Key Requirements: Demonstrated experience in regulatory entity oversight, governance, and compliance with PFMA and Treasury Regulations. Knowledge of planning frameworks (Strategic Plans, APPs) and DPME guidelines. Proven ability to conduct research, analyse reports, and provide evidence-based policy advice. Strong skills in monitoring and evaluation of institutional performance. Experience in managing shareholder compacts, performance agreements, and institutional budgets. Excellent stakeholder management, communication and presentation skills. Competence in people management, financial management, planning, and problem-solving. Strong report writing, policy analysis, and analytical thinking skills.
<u>DUTIES</u>	:	Entity Planning and Policy Development: Coordinate development of Strategic Plans and Annual Performance Plans of regulatory entities. Assess compliance with government planning guidelines and frameworks. Provide feedback and develop appropriate policies and frameworks for oversight. Oversight and Monitoring: Monitor and evaluate the performance of regulatory entities. Analyse reports to support evidence-based decision-making. Recommend changes and interventions based on performance trends. Institutional Management: Develop systems, procedures and guidelines for effective entity management. Oversee budgets, business plans, shareholder compacts, and performance agreements. Monitor expenditure and compliance with PFMA. Coordinate responses to Parliamentary Questions and liaise with DG's office. Stakeholder Management: Coordinate regulatory cluster meetings and prepare inputs. Communicate strategic and policy issues to entities. Identify, develop and implement projects with stakeholders. Directorate Management: Manage financial and human resources of the directorate. Oversee strategic planning and execution of operational plans. Ensure risk and compliance reporting.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

OTHER POST

<u>POST 40/77</u>	:	<u>DEPUTY DIRECTOR: LOCAL ECONOMIC DEVELOPMENT CAPACITY BUILDING AND INSTITUTIONAL COORDINATION REF NO: SID&ET - 049</u> Overview: To implement regional industrial development policies and projects using the Industrial Parks Revitalisation Programme and integrate Township and Rural Development economies, in line with Regional Industrial Development & Clusters.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package) Sunnyside, Pretoria A qualification at NQF level 7 as recognised by SAQA in Economics / Development Planning Studies or relevant qualifications. 3–5 years' relevant managerial experience in regional or local economic development in both the private and public sectors. Key Requirements: Demonstrated experience in capacity building programmes, institutional development, and stakeholder coordination within the public sector, municipalities, or development agencies. Proven experience in policy implementation, programme/project management, and intergovernmental relations. Sound understanding of Local Economic Development (LED) frameworks, policies, and strategies in South Africa. Knowledge of cooperative governance and intergovernmental relations (IGR), particularly as it relates to municipalities and local economic growth. Familiarity with capacity building methodologies, institutional strengthening approaches, and performance monitoring systems. Understanding of government planning cycles (IDPs, PGDS, NDP alignment) and financial management principles (PFMA, MFMA). Strong project and programme management skills (planning, implementation, monitoring, and evaluation). Excellent stakeholder engagement, communication, and negotiation skills. Strategic thinking and policy analysis skills. Report writing, presentation, and facilitation skills. Financial and human resource management skills. Ability to use research, data, and evidence to inform decision-making.
<u>DUTIES</u>	:	Industrial Parks Revitalization - Project Management: Identify key regional industrial clusters and value chains that can unlock economic potential. Manage and coordinate regional industrial development projects and

strategies for industrial parks, townships, and rural communities. Ring- fence clusters and develop implementation frameworks for identified regional projects. Manage project milestones and targets in line with the annual performance plan. Industrial Parks Revitalization Programme (IPRP) Support: Manage the implementation of IPRP for industrial parks, townships, and the rural economy. Ensure effective communication of IPRP across all stakeholders. Manage the institutionalization of IPRP management and operations with all provinces and agencies. Advise beneficiaries and stakeholders on broader regional industrial development programs and strategies. Stakeholder Management: Identify and analyze key stakeholders in regions. Promote regional industrial development and cluster growth. Facilitate and build strategic partnerships to implement industrial park projects. Communicate project status to stakeholders and follow up on information requests. Improve internal work processes to enhance customer service. Compile reports on strategic operational areas for relevant stakeholders. Policy Implementation: Contribute to the development and monitoring of the National Industrial Parks Policy. Conduct workshops and gather stakeholder input to guide supported state-owned industrial parks, aligning with department strategies and policies. Provide input to promote inclusive economic participation and transformation in townships and rural communities. Compile quarterly insights on policy implementation and engage with international stakeholders such as UNIDO, GIZ, SECO, and WB. 4. 4.5 Contribute to policy development internally. Monitoring and Evaluation: Track project alignment and performance against the strategic outcomes of sub-directorate programs. Benchmark and improve processes to ensure efficiency and effectiveness, and suggest corrective actions. Provide input for annual reviews regarding the impact of Industrial Parks Revitalization on regional development and cluster initiatives, and prepare reports. Produce quarterly reports on the performance of regional industrial development and cluster initiatives for IPs, townships, and rural interventions. Sub- directorate Management: Manage the collection of inputs for quarterly and annual reports, business plans, and targets. Oversee financial resources and assets of the unit. Manage human resources within the sub- directorate. Oversee reporting on financial and operational risks.

ENQUIRIES

:

Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela 012 394 1809

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 14 November 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets."

MANAGEMENT ECHELON**POST 40/78**

- : **CHIEF FINANCIAL OFFICER: MZIMVUBU-TSITSIKAMMA CATCHMENT**
MANAGEMENT AGENCY REF NO: MTCMA05
This is a re-advertisement, applicants who had previously applied, need to re-apply.

SALARY
CENTRE
REQUIREMENTS

- : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- : East London
- : A relevant B-Degree NQF level 7 (Accounting, Financial Management or other relevant qualification). A post-graduate qualification and/or designation with relevant professional bodies will be an added advantage. A minimum of 10 years' experience in financial management of which 5 years must be at middle/senior managerial level. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.

DUTIES

- : Strategic oversight on financial management within CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management

strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess risks and financial viability of existing & new Policies, Projects and all customer agreements. Direct the financial strategy of the organisation to ensure availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set perimeters for cash flow management and operations of the finance personnel. Ensure financial data integrity in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit; respond to audit findings and implement recommendations as required. Stay abreast of new trends in the field of accounting, financial management, budgeting etc. Provide strategic direction in the provision of other Corporate Support Services within the CMA: Provide strategic direction in the implementation of HR policies, prescripts and strategies. Ensure provision of IT services and that associated risks are effectively mitigated. Ensure provision of office support services including facilities management. Departmental/Staff Management: Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly to meet departmental strategies priorities. Responsible for the related sections of the APP, Shareholders Compact, and Annual Report.

**ENQUIRIES
APPLICATIONS**

: Mr C Greve Tel No: (012) 336 8402
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

OTHER POSTS

POST 40/79

: **CHIEF ENGINEER GRADE A REF NO: 141125/01**
Branch: Water and Sanitation Services Management
Cd: Provincial Operations: KwaZulu-Natal
Div: Water Services Planning Support

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 450 - R1 446 921 per annum, (all- inclusive OSD salary package)
: Durban
: An Engineering Degree (B Eng/BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Extensive experience in water and sanitation services planning and implementation, including feasibility studies, designs, associated legislative requirements, site supervision and project close-out. Knowledge of programme, project and financial management and ability to effectively liaise with a wide range of sector role players. Knowledge of the water sector and relevant legislation (including but not limited to The Water Services Act (No. 108 of 1997), National Water Act (Act No. 36 of 1998) and National Environmental Management Act (Act 107 of 1998) amongst others. Research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analysis, decision making, team leadership, creativity, self-management, stakeholder focus and responsiveness. Sound interpersonal and leadership skills. Planning, organising and people management. Excellent communication skills (written and verbal). Strategic capability and leadership. Must be available to travel as and when required often at short notice.

DUTIES

: Manage technical services and support in conjunction with Engineers, Technologists, Technicians and associates in field, workshop and technical office activities. Provide support in the analysis and project management of water and sanitation services projects. Provide technical support to the water and sanitation sector. Strategic Analysis of Water Services themes and topics. Development of related business perspectives with recommendations. Liaison and engagements with all stakeholders and water and sanitation sector players with regards to project planning and implementation. Provide support to WSAs to ensure implementation of Planning and implementation Frameworks and methodologies. Monitoring and reporting on the adherence to these planning and implementation frameworks and methodologies. Identification, prioritization and initiation of projects through and the associated financial management to structure the required budgets for planning and implementation. Co-ordination of planning to ensure integrated planning and

management of water and sanitation projects in all spheres of government (Water Boards, WSAs and other WSPs) to improve water and sanitation services, and the reliability and sustainability of infrastructure. Investigation, assessment, monitoring and reporting on all aspects of Water and Sanitation Services delivery. Ensure all data, information, reports and results of analysis are packaged and made accessible to the sector via the Water Services Knowledge System and National Integrated Water Information System. Liaison with, and maintenance of data sharing and information partnerships with key Water and Sanitation Services, Sector role-players and stakeholder such as Statistics South Africa, National Treasury, Cooperative Governance and Office of the Presidency. Ensure quality assurance of technical designs with specifications and authorise/make recommendations for the approval by the relevant authority. Monitor and ensure projects are implemented in accordance with prescribed norms and standards. Monitoring and evaluation of water and sanitation services delivery projects. The provision of guidance to the water sector regarding technical and engineering aspects of the operations and maintenance of water and sanitation services infrastructure. Support and provide guidance on All Town Reconciliation Studies, implementation of WCWDM, Bulk Water and Sanitation Master Planning and Disaster Management. Continuous professional development to keep up with new technologies and procedures. Research/Literature studies on technical engineering technology to improve expertise.

- ENQUIRIES** : Ms. B Msane Tel No: (031) 336 2860
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>
- 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 40/80** : **ENGINEER PRODUCTION GRADE A - C REF NO: 141125/02 (X4 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: Dam Safety Surveillance
- SALARY** : R879 342 - R1 323 267 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). Three (3) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Experience in dam engineering specifically in aspects of dam safety evaluation, monitoring and rehabilitation will be an added advantage. Experience in asset lifecycle management of water resources infrastructure is highly recommended. Knowledge and experience in project and contracts management. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills will be an added advantage. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with structural, drafting and hydrological analysis software such as MSc Marc, Prokon, AutoCAD Civil 3d, ArcGIS and HecGeoRas will be an added advantage.
- DUTIES** : Conduct 5 yearly dam safety evaluations, implement advanced dams monitoring systems such as AVM, and Trivec using the latest equipment available in the market, conduct research on new methodologies for behaviour monitoring of dams, validate observed data using finite elements modelling, and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, during the implementation of projects.
- ENQUIRIES** : Ms N Mwandla Tel No: (012) 336 8736
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

<u>POST 40/81</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 141125/03</u> Branch: Water and Sanitation Services Management Cd: Provincial Operations: Northern Cape Sd: Water Service Planning Support
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management. Understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality control of hydrological time series data. Manage the registration of hydrological data on Hydstra. Manage the maintenance of surface water gauging sites. Ensure performance of control surveys, stream flow gauging and calibration. Monitor Real time data of gauging sites, perform site evaluations and monitor instrumentation. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr. K Kgarane Tel No: (053) 830 8800
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/82</u>	:	<u>CHIEF ARTISAN GRADE A (CIVIL) REF NO: 141125/04</u> Branch: Infrastructure Management: Central Operation Dir: Operations Central
<u>SALARY</u>	:	R480 261 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Dam
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate in Carpentry/Plumbing. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Supervisory planning and analytical skills. Project management and technical report writing skills. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy in word and excel. Good communication skills and interpersonal skills. Technical analysis and problem-solving skills. Planning, organizing and execution of projects. Willingness to travel. Ability to work long hours and perform well under pressure.
<u>DUTIES</u>	:	Maintain and advance expertise: The maintenance of houses, offices, pump stations and buildings. Be able to interpret civil drawing and set out of works according to drawings. To be able to do all finishing work inside and outside of buildings. Be able to fix, repair and build. To construct, erect, install, finish and repair wooden, metal structures and fixtures used on the inside and outside of buildings, both for residential and commercial constructions. Ensure compliance with Occupational Health and Safety Act and PFMA. Manage

technical services, provide input into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administration and related functions. Provide input into budgeting process, compile and submit reports as required. Financial management: Control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Leave management, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr. N J R D Vermaak Tel No: (017) 846 6110
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : Candidates may be required to complete a practical and theoretical test.

POST 40/83 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 141125/05**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria Central Operations
REQUIREMENTS : An NQF level 6 qualification in Administration, Public Administration or Public Management. Three (3) to (5) five years' experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge of the following: policy development and implementation, administration processes, occupational health and safety (OHS), transport policy and records management procedure in the public services. Understanding of MISS Act, and other Government legislation. Disciplinary knowledge of human resource management information, financial management and knowledge of PFMA. Knowledge of techniques procedures for the planning and execution of operations, programme and project management. Problem solving and analysis. Knowledge of relationships, people and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedure.

DUTIES : Provide administrative support functions in the Directorate: Operations Central. Manage transport functions in Cluster, including fleet contract management, subsidized vehicle management, and travel management. Assist with development, implementation and monitoring of Transport Management policy. Manage facilities inclusive of physical security and access control, ensure that Health and safety plans are in place, managing building lease agreements, management of accommodation requests and contract management of key accounts. Assist with development and implementing Housing policy. Provision of records management in Cluster by ensuring the effective and efficient registry duties, ensuring incoming and outgoing mail is dealt with efficiently, ensuring that the Departmental filing system is maintained. Provision of office services in cluster by ensuring that reception and switchboard services are provided, ensure security service are provided, ensure procurement of goods and services, ensure cellphone administration is done. Supervision of staff and overseeing the work of subordinates, training and development, disciplinary management.

ENQUIRIES : Mr. GT Dilima Tel No: (012) 741 7344
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : NB: Shortlisted candidates will be subjected to perform practical test.

POST 40/84 : **SENIOR ADMINISTRATION OFFICER (FINANCIAL MANAGEMENT) REF NO: 141125/06**
 Branch: Infrastructure Management: Central Operation
 Dir: Operations Central

SALARY : R397 116 per annum (Level 08)
CENTRE : Usutu Vaal Area Office (Standerton)

<u>REQUIREMENTS</u>	:	A National Diploma or bachelor's degree in financial management Three (3) to (5) five years' experience in financial management (accounts payables, salary administration, and (general ledger). The disclosure of a valid unexpired driver's licence will serve as an added advantage. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts and systems such as PFMA, Treasury Regulations, PERSAL, Basic Accounting System (SAP), Logis and Data Analysis. Knowledge and experience in administrative clerical procedures and systems. Understanding of departmental policies and procedures. Framework for managing performance information. Computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Provide financial administration of entity maintenance on SAP. Manage collection of revenue Area Office. handle audit queries. Handle payment in suspension account and follow up on bad debt. Handle enquiries on different financial matters. Management of accounts, Consolidate, capturing and balancing budget for the scheme, salary administration and payroll. Analyse budget expenditure, manage & monitor O & M and CAPEX CAPITAL projects budget, Consolidate and analyse accounting reports, provide expenditure reports on monthly and weekly and provide budget to management and cost centre manager, ensure effective payroll management within the area office, check finance compliance for SCM documents before creation of purchase orders, ensure the safekeeping of all financial records and face value documents by maintaining an effective and efficient filing system, Ensure clearing ledger account. Ensure reconciliation of the Area Office. Ensure effective payroll management within the Area Office. Check, verify and certify as correct and compliant to all finance related transactions. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Assisting the Assistant Director in populating credible and reliable input into monthly and Check, analysing and capturing original budget, adjustment budget. Compile Apply management accounting techniques to analyse, project and report on expenses. Verify and capture journals on SAP. Assist in drawing SAP reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programs/ grants for the entire area office. Performing budget management (e.g. Budget management instrument) analysis. Performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections. Detect and correct incorrect accounting entries (Expenditure misallocations and misclassifications). Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies and procedures.
<u>ENQUIRIES</u>	:	Mr N Buthelezi Tel No: (017) 712 9400
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/85</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF NO: 141125/07</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Vaal Dam
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Social Sciences / Public Administration / Public Management. Three (3) to (5) Five years' relevant experience in administration matters: (Human Resource Development, Training, Transport, Budget Management and Registry). Computer Literacy. A PERSAL introduction and PERSAL administration certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge and experience in HR processes and legislation. Knowledge of dispute resolution process. Understanding of labour relations policies and law. Basic financial management, knowledge of PFMA and knowledge management skills. Problem solving skills and analysis. People and diversity management. Client

	orientated and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	: Render high level administrative services to the Area office. Provide financial administration and procurement of goods and services. Manage and coordinate all HR functions within area office. Coordinate and manage HR Transactions. Coordinated the Recruitment and selections process. Manage HR and Administration personnel within the Area office. Manage and administer PMDS and training coordination. Render HR advisory services within the office. Ensure compliance with HR policies. Prepare monthly reports. Administration of Cell phones and Land lines accounts. Coordinate HR workshops to employees. Render proper records management for the office. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in line with departmental policies. Manage and administer corporate services budget and give budget inputs.
<u>ENQUIRIES</u>	: Mr. CM Mokone Tel No: (016) 880 0900
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	: Candidate will be expected to do practical test during interview.
<u>POST 40/86</u>	: <u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 141125/08</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	: R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	: Bloemfontein
<u>REQUIREMENTS</u>	: A National Diploma in Civil Engineering. Three (3) years post qualification Engineering Technician experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with (ECSA) as a Professional Engineering Technician. Knowledge of programme and project management. Knowledge of technical design in dams and canals. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk. 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. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing, networking, and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	: Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Area Offices and Scheme Offices. Assist Control Engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Civil Maintenance Inspections. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance / refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to

		enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic infrastructure.
<u>ENQUIRIES</u>	:	Mr SM Segalo Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/87</u>	:	<u>ARTISAN FOREMAN GRADE A (CIVIL) REF NO: 141125/09</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R382 047 per annum, (OSD)
<u>CENTRE</u>	:	Bloemhof Dam
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. Five (5) years post qualification experience required as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Computer-aided applications. Team leadership. Production, process knowledge and skills. Ability to work independently and in a team. Knowledge of project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Financial and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	:	Supervise technical design and production of civil technical services. Supervise and produce design 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. Repair civil structure and facilities against 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. Human Capital resource management. Supervise and mentor staff. Plan resources available and schedule maintenance work.
<u>ENQUIRIES</u>	:	Mr. HS van der Westhuizen Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/88</u>	:	<u>ADMINISTRATION OFFICER REF NO: 141125/10</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Upper Vaal (Vaal dam)
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Public Administration / Public Management / Finance. One (1) to (3) three years' relevant experience in finance. The disclosure of a valid unexpired driver's license. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of SAP system and PERSAL introduction. Ability to interpret policies, circulars and financial legislation. People and diversity management skills. Good communication skills both (verbal and written). Understanding reporting skills and dispute resolution. Ability to work independently, prioritize duties and to meet deadlines. Client orientation and customer focus.
<u>DUTIES</u>	:	Provide financial administrative support to all personnel at the component Supervise Finance. Ensure Implementation and compliance with PFMA, Departmental policies and Procurement policies in the area office. Handle audit queries. Ensure correct inventories and purchase of goods, check invoices to be paid, Release payments captured on SAP. Assist with execution of financial administration Check receipts and money received for banking, check petty cash as well as its replenishment, Check and post money from bank, Post journals captured on SAP. Report any unacceptable expenditures, ensure outstanding payments are followed up. Provide procurement services to the component and maintain register of the component Ensure recovery of housing rentals, private telephone calls, water and electricity accounts and approve deductions captured on PERSAL. Manage Performance Agreements, quarterly

		reviews and annual assessment of subordinates. Ensure proper management of all types of absence leaves in the section. Prepare submissions for component.
<u>ENQUIRIES</u>	:	Mr. CM Mokone Tel No: (016) 880 0900
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidate will be expected to do practical test during interview.
<u>POST 40/89</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR (HUMAN RESOURCE MANAGEMENT) REF NO: 141125/11</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Usutu Vaal Area Office (Standerton)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 or relevant qualification. Three (3) to (5) five years' experience in Human Resource Management. The disclosure of a Valid unexpired driver's license will serve as an added advantage. Introduction to PERSAL Certificate. Computer literacy, Knowledge and understanding of human resources, as well as ability to capture data, operate computer and collect administration statistics. Knowledge and insight of human resources prescripts. Knowledge of registry duties and understanding the work in registry Knowledge and understanding of the legislative framework governing the public service. Must have good interpersonal relations skills, customer care and supervisory skills. Be able to work independently and in a team. Basic knowledge of problem-solving skills.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure.
<u>ENQUIRIES</u>	:	Ms IN Ndwandwe Tel No: (017) 712 9400
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/90</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 141125/12</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria Central Operations
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. An NQF Level 6 qualification in Supply Chain Management / Finance will serve as an added advantage. Three (3) to (5) five years' experience in Asset Management. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (MS Office). Knowledge of SAP system. Problem solving, analysis, client orientation, customer focus, accountability and ethical conduct skills. Good communication skills verbal and written. Willingness to travel and ability to work under pressure. Basic Knowledge of work procedures in terms of working environment. Basic Knowledge and understanding of the legislative framework.
<u>DUTIES</u>	:	Supervise and render asset management clerical duties by doing the following: Ensure all movable assets are procured in line with PFMA (Public Finance Management Act) and Supply Chain Management (SCM) procedures. Capture new assets in the Asset Register immediately after acquisition. Assign unique asset numbers/tags barcodes and serial numbers to enable traceability. Conduct annual physical verification of all movable assets for all Central Operations Area Offices. Reconcile physical counts with the Asset Register. Investigate discrepancies missing, damaged, or unrecorded assets. Assign custodianship of assets to responsible officials, asset custodians must sign

		accountability forms. Record any movement, transfer, or relocation of assets between offices/ workshops. Maintain updated records on asset location and custodian. Issue transfer/relocation forms with proper approvals and update the Asset Register. Ensure that officials report theft, loss, or damage to movable assets. Maintain a Loss Control Register in line with Departmental loss control policy and Treasury regulations. Submit cases to security vetting section for recommendation for write-off, recovery, or disciplinary action. Identify redundant, obsolete, or unserviceable assets for collection to the disposal stores. Follow approved disposal methods auction, transfer to other departments, donations and recycling.
<u>ENQUIRIES</u>	:	Mr. T Khumalo Tel No: (012) 741 7361
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The shortlisted candidates will be required to do practical test.
<u>POST 40/91</u>	:	<u>ADMINISTRATIVE CLERK SUPERVISOR REF NO: 141125/13</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 or relevant qualification. Three (3) to (5) Five years working experience. Understanding of reports writing. Knowledge and insight of Human Resources Management prescripts. Knowledge of financial systems such as SAP. Basic knowledge of problem solving and analysis. Good Communication skills both (verbal and written).
<u>DUTIES</u>	:	Supervise and render general clerical support services. Supervise and provide personnel administration clerical support services within the component. Supervise Staff. Fleet management. Manage the utilisation and control fleet vehicles as well as hiring of short-term vehicles. Issuing and checking vehicles pre and post inspections. Compile monthly usage and expenditure reports for the cluster. Compile logbooks for pool vehicles, account as proxy for the departmental vehicles. Administer accidents and investigations. Manage vehicles for maintenance and repairs. Ensure that vehicles are subsidised. Assist officials during the applications, check and screen all applications to ensure compliance as per prescribed policy. Serve as secretary for the subsidised motor vehicle advisory committee. Corporate travel. Receive and process travel requests for flights, accommodations and car hire. Compile reconciliation.
<u>ENQUIRIES</u>	:	Mr M Mncwabe Tel No: (033) 239 1900/1279
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 40/92</u>	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 141125/14</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 Certificate or relevant qualification. A National Diploma in Records Management / Archives / Human Resources Management / Administration / Public Management will serve as an added advantage. Three (3) to (5) five years registry experience will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Basic knowledge of financial operating systems (PERSAL). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of working environment. Good communication skills both (verbal and written). Ability to work under pressure.
<u>DUTIES</u>	:	Provide counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal.

<u>ENQUIRIES</u>	:	Mr MF Mncwabe Tel No: (033) 239 1900/1301
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 40/93</u>	:	<u>ARTISAN PRODUCTION GRADE A - C (FITTER AND TURNER) REF NO: 141125/15</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R243 597 - R408 048 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Usutu River
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate (Fitter and Turner). The disclosure of a valid unexpired driver's license. Ability to work in a team. Experience of production process and skills. Technical analysis knowledge. Computer-aided technical applications word and excel. Knowledge of legal compliance. Knowledge of occupational health and safety Act. Technical report writing. Problem solving and analysis. Decision making, teamwork, analytical skills, creativity and Self-management. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer skills. Planning and organizing.
<u>DUTIES</u>	:	Render maintenance for mechanical orientated functions: Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Perform administrative and related functions for the component. Ensure that tools are properly used and managed. 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. Willingness to travel.
<u>ENQUIRIES</u>	:	Mr S.N Danisa Tel No: (017) 846 6000/ 6058
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test.
<u>POST 40/94</u>	:	<u>ARTISAN PRODUCTION GRADE A - C (CIVIL) REF NO: 141125/16</u> Branch: Infrastructure Management: Central Operation Dir: Operations Central
<u>SALARY</u>	:	R243 597 - R408 048 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate (Painting). The disclosure of a valid unexpired driver's license. Problem solving and analytical skills. Planning, organizing and execution of works. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy in word and excel. Good communication skills and interpersonal skills. To ensure that tools and materials are properly used and managed. To supervise and mentor staff Ability. To work long hours and perform well under pressure. Technical analysis and problem-solving skills. Planning, organizing and execution of projects. Able to do technical reports if asked to do so. Willingness to travel.
<u>DUTIES</u>	:	The rendering of design and production of technical services, maintenance of houses, offices, pump stations and buildings. The rendering of technical services and maintenance of buildings. Be able to interpret civil drawings and set out works according to drawings. To be able to do all finishing work inside and outside of buildings and be able to fix, repair and build. Must be professional who helps prepare surfaces, mix paints for different needs and apply them with brushes or rollers to fill in cracks or apply colour on walls and other objects around a building, such as furniture pieces or doors. Ensure compliance with Occupational Health and Safety Act and PFMA. To perform administrative and related functions by ensuring that all tools and equipment are maintained and are in good working condition. Ensure tools are serviced as per schedule and compile monthly reports. Ensure that all civil maintenance is attended to. Ensure the production/ service are good quality. Ensure the civil

		projects undertaken meet the required standards set by the department. Execute building construction projects and repair assigned by supervisor as per specifications. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for continued success of technical services according to organizational needs and requirements.
<u>ENQUIRIES</u>	:	Mr. N J R D Vermaak Tel No: (017) 846 6110
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test.
<u>POST 40/95</u>	:	<u>ARTISAN PRODUCTION GRADE A - C (CIVIL) REF NO: 141125/17</u> Branch: Infrastructure Management: Central Operation Dir: Operations Central
<u>SALARY</u>	:	R243 597 - R408 048 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Dam
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate (Carpentry). The disclosure of valid unexpired driver's license. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy in word and excel. Good communication skills (written and verbal) and interpersonal skills. Problem solving and analytical skills. Planning, organizing and execution of works. Technical analysis and problem-solving skills. Planning, organizing and execution of projects. Ability to do technical reports if asked to do so. Willingness to travel, work long hours and perform well under pressure.
<u>DUTIES</u>	:	The rendering of design and production of technical services by the maintenance of houses, offices, pump stations and buildings. Be able to interpret civil drawing and set out of works according to drawings. To be able to do all finishing work inside and outside of buildings, be able to fix, repair and build to construct, erect, install, finish and repair wooden and metal structures and fixtures used on the inside and outside of buildings for both for residential and commercial constructions. Ensure that tools and materials are properly used and managed. Ensure compliance with Occupational Health and Safety Act and PFMA. Perform administrative and related functions by ensuring that all tools and equipment are maintained and are in good working condition. Ensure tools are serviced as per schedule and compile monthly reports. Ensure that all civil maintenance is attended to. Ensure the production/ service are of good quality. Ensure the civil projects undertaken meet the required standards set by the department. Execute building construction projects and repair assigned by supervisor as per specifications. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Supervise and mentor staff.
<u>ENQUIRIES</u>	:	Mr. N J R D Vermaak Tel No: (017) 846 6110
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test
<u>POST 40/96</u>	:	<u>ARTISAN PRODUCTION A-C (MECHANICAL) REF NO: 141125/18</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R243 597 - R408 048 per annum, (OSD)
<u>CENTRE</u>	:	Upper Vaal (Vaal dam)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certification (Fitter and Turner. Two (2) years working experience after obtaining relevant Trade Test Certificate will serve as an added advantage. The disclosure of a valid unexpired driver's license. Willing to perform production and work overtime when required. Conversant with the requirements of the OHSACT (Act 85 of 1993). Computer literate. Problem solving and analysis skills combined with production and process knowledge.
<u>DUTIES</u>	:	Maintain and repair mechanical installations and equipment in various dams, reservoirs, departmental houses, pump stations, machinery, dam walls and pipelines. Inspect equipment for technical faults and repair according to standards, service equipment according to schedule. Compile, monitor,

		evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedure. Supervise and control over equipment, stock, materials and tools used within the Area Office. Perform administrative and related functions, divisional work schedules and complete job cards. Willingness to travel and able to work long hours, perform standby duties and perform well under pressure.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Nkuzana Tel No: (016) 880 0900
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidate will be expected to do practical test during interview.
<u>POST 40/97</u>	:	<u>ADMINISTRATION CLERK (FINANCIAL MANAGEMENT) REF NO: 141125/19</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Usutu Vaal Area Office (Standerton)
	:	A Senior/Grade 12 with mathematics or accounting as passed subjects. Appropriate experience in Finance with particular emphasis in the following: knowledge of SAP, PERSAL, PFMA National Treasury Regulation and Supply Chain Management- creditors will serve as an added advantage. One (1) to (2) years' experience in Finance will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (MS Office). Good verbal and written communication skills. Good organizational skills. Ability to work under pressure and as part of a team. Receiving money and issuing receipts, banking of money, issuing petty cash, and replenish of petty cash, update rent register and allocations of deduction on PERSAL and capturing of data on PERSAL. Filing of documents, support finance with salary enquiries and capturing overtime, shift allowances, standby, Sunday and public holiday for all employees on PERSAL, capture Eskom accounts on SAP and email payment advice to Eskom.
<u>DUTIES</u>	:	Receiving money and issuing receipts, banking of money, issuing petty cash, and replenish of petty cash, update rent register and allocations of deduction on PERSAL and capturing of data on PERSAL. Filing of documents, support finance with salary enquiries and capturing overtime, shift allowances, standby, Sunday and public holiday for all employees on PERSAL, capture Eskom accounts on SAP and email payment advice to Eskom.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MM Muir Tel No: (017) 712 9400
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/98</u>	:	<u>ADMINISTRATION CLERK (SUPPLY CHAIN MAMANAGEMENT) REF NO: 141125/20</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Usutu Vaal Area Office (Standerton)
	:	A Senior/Grade 12 certificate or equivalent One (1) to (2) two years' experience in Supply Chain Management (logistics) will serve as an added advantage. The disclosure of a Valid unexpired driver 's license will serve as an added advantage. Computer literacy (MS word, excel, power point and exchange). Knowledge of financial operating system (SAP). Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Render Logistics and inventory management support. Render Demand and acquisition clerical support. Render logistical support services. Provide effective administration of purchase orders. Administer the goods receipt process for goods and services acquired. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Check and issue receivables to responsible components. Stocktaking. Receiving and issuing stock from the warehouse. Manage 0-9 file, expediting open purchase orders. Managing and reporting on open purchase orders (commitments). Compile disclosure of commitment. Perform any other administrative duties as may be requested by supervisor.
<u>ENQUIRIES</u>	:	Ms. BE Radebe Tel No: (017) 712 9400

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/99</u>	:	<u>ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) REF NO: 141125/21</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Grootdraai Dam (Usutu Vaal)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. One (1) to (2) two years' experience in Supply Chain Management (Acquisition Management) will serve as an added advantage. The disclosure of a Valid unexpired driver's license will serve as an added advantage. Computer literacy (Ms work, excel, power point and exchange). Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Render demand and acquisition management support. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g. procurement batches, Bid documents, etc. Receive requests for goods and services from end users. Capture specification on the electronic purchasing system. Request and receive quotations. Place purchase orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid specification and evaluation sittings. Compile, draft documents as required. Perform any other administrative duties as may be requested by supervisor.
<u>ENQUIRIES</u>	:	Ms. BE Radebe Tel No: (017) 712 9400
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/100</u>	:	<u>ADMINISTRATION CLERK (TRANSPORT) REF NO: 141125/22</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Previous working experience will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of clerical functions, practices as well as ability to capture data, operate and collate administrative statistics. Basic Knowledge and insight of administrative procedures and PFMA. Knowledge of financial operating systems PERSAL, Bas, Logis etc.) Knowledge and understanding of the legislative framework governing public service. Knowledge of working procedures in terms of working environment. interpersonal relations, flexibility and teamwork. Basic knowledge of problem-solving analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills. Accountability of ethical conduct. Computer literacy.
<u>DUTIES</u>	:	Provide efficient implementation and compliance with directives, policies and procedures related to transport management. Processing of new subsidized vehicle applications. Administer subsidized vehicles applications for adjudication committee. Conducting subsidized vehicle inspections, utilizations, Maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Perform authorisations, operation and optimal traffic fines. Administer transport invoices and provision of monthly transport reports. Ensure quality assurance of log sheets for subsidized vehicles. Maintain an efficient filling system. Keeping updated registers, databases and implementing systems and procedures for the tracking and tracing of transport documents. Liaise with service providers and regional office on matters related to transport management. Provide advisory services to officials and management on transport-related matters. Handling of

		Accident reports, Administration of transport meetings. Perform driver and other administration support related duties when there is a need. Quality assurance of the log sheets for subsidized Vehicles.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K E Thomo/Ms N Mazibuku Tel No: (017) 846 6000
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test.
<u>POST 40/101</u>	:	<u>ADMINISTRATION CLERK (ADMINISTRATION SUPPORT) REF NO: 141125/23</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Jericho Dam (Usutu River) A Senior/Grade 12 certificate or relevant qualification. Computer Literacy (Ms. Word and Excel). One (1) year relevant experience will serve as an added advantage. Good Knowledge of Basic Financial Operating system (PERSAL, BAS, Logic, etc. Telephone etiquette, sound knowledge and knowledge and application of government and administration procedures. client orientation and customer focus. Good communication skills both verbal and written. Good interpersonal relationship skills, work in a team and must be able to work under pressure. Accountability and ethical Conduct.
<u>DUTIES</u>	:	Render Switchboard services. Attending to all incoming and outgoing calls and transferring them to appropriate officials for further actions. Taking and relaying messages. Attending to walk in visitors/customers and ensuring that they are timeously attended to. Direct incoming calls / Enquiries to relevant officials. Render administrative duties by maintaining switchboard system, register all incoming mail and oversee delivery therefore Keeping updated database and implement systems and procedures for tracking and tracing correspondence. Ensure clean, neat vouchers, booking cancellations, changes and re-scheduling and constant feedback to officials. Ensure travel submissions for approval. Maintenance of efficient filling system. Liaise with clients and service providers with regards to photocopier machines, toners and switchboard related issues. Provide administrative support to the Area Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K E Thomo/Ms N Mazibuku Tel No: (017) 846 6000
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test.
<u>POST 40/102</u>	:	<u>REGISTRY CLERK REF NO: 141125/24</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Midmar Dam A Senior/Grade 12 Certificate or relevant qualification. A National Diploma in Records Management / Archives / Human Resources Management / Administration / Public Management will serve as an added advantage. Appropriate experience in registry will serve as added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Basic knowledge of financial operating systems (PERSAL). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of working environment. Good communication skills both (verbal and written). Ability to work under pressure.
<u>DUTIES</u>	:	Provide counter services. Handling of incoming and outgoing correspondence. Render an effective filling and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MF Mncwabe Tel No: (033) 239 1900/1301
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.

<u>POST 40/103</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 141125/25</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. A National Diploma in Human Resources Management will serve as the added advantage. PERSAL Introduction certificate will serve as an added advantage. Appropriate experience in Human Resource Management and registry will serve as added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of PERSAL system, database and spreadsheet application. Good communication skills both (verbal and written). Ability to work under pressure. Knowledge of human resource prescripts policies and procedures. Team player.
<u>DUTIES</u>	:	Implement human resource administration practices, human resource transaction: (leave management, and human resource records management). Render professional advice to line function on the effective, efficient interpretation and implementation of policies and other related prescripts. Address human resource administration enquires. Compile daily statistics and update database. Process transfers, movement, and relocation on PERSAL for Operations Eastern. Provide human resource registry services.
<u>ENQUIRIES</u>	:	Mr MF Mncwabe Tel No: (033) 239 1900/1301
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from uMgungundlovu District. Note: Preference will be given to candidates from the geographical area.
<u>POST 40/104</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 141125/26</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. A National Diploma in Human Resources Management will serve as the added advantage. PERSAL Introduction certificate will serve as an added advantage. Appropriate experience in Human Resource Management and registry will serve as added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of PERSAL system, database and spreadsheet application. Good communication skills both (verbal and written). Ability to work under pressure. Knowledge of human resource prescripts policies and procedures. Team player.
<u>DUTIES</u>	:	Implement human resource administration practices, human resource transaction: (leave management, and human resource records management). Render professional advice to line function on the effective, efficient interpretation and implementation of policies and other related prescripts. Address human resource administration enquires. Compile daily statistics and update database. Process transfers, movement, and relocation on PERSAL for Operations Eastern. Provide human resource registry services.
<u>ENQUIRIES</u>	:	Mr MF Mncwabe Tel No: (033) 239 1900/1301
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from uMgungundlovu District.
<u>POST 40/105</u>	:	<u>SECURITY OFFICER SUPERVISOR REF NO: 141125/27 (X2 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central (Re-advertisement, applicants who have previously applied need to re-apply)
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Central Operations
<u>REQUIREMENTS</u>	:	An NQF Level 4 (A 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 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 and Computer skills.
<u>DUTIES</u>	:	Supervise the security functions performed by contracted security (PSSP), ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, conducts preliminary investigation. perform unannounced visits or inspections.
<u>ENQUIRIES</u>	:	Mr. MV Phosa Tel No: (012) 741 7355/7378
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Shortlisted candidates will be required to do practical test.
<u>POST 40/106</u>	:	<u>SECURITY OFFICER SUPERVISOR REF NO: 141125/28 (X3 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Jericho Dam
<u>REQUIREMENTS</u>	:	An NQF Level 4 (A 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 will serve as an added advantage. Certificate of NKP (National Key Point) will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good verbal and written communication skills and Computer skills.
<u>DUTIES</u>	:	Supervise the security functions during the commencement of shifts (including) ensuring compliance with the following Act, Access and Criminal Act 51/1977 and ensuring adherence to Departmental security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, ensure that all incidents are recorded and reported to the Chief Security Officer immediately and if required conduct preliminary investigation into all incidents that will occur during your shift.
<u>ENQUIRIES</u>	:	Mr. DM Mhlanga Tel No: (017) 846 6000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Shortlisted candidates will be required to do practical test.
<u>POST 40/107</u>	:	<u>RECEPTIONIST REF NO: 141125/29</u> Branch: Corporate Support Services Cd: Auxiliary Services
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Roodeplaat Training Centre
<u>REQUIREMENTS</u>	:	An NQF level (4) or (5) (A Senior/Grade 12 certificate or relevant qualification. Computer literacy. Knowledge of financial management and PFMA will serve as an added advantage. Organising, interpersonal and good people management skills. Basic communication skills both (verbal and written). Client orientation and customer focus. Knowledge of telephone etiquette. Knowledge in framework for managing operating telecom operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Receive telephonic calls, messages, and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machine and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.
<u>ENQUIRIES</u>	:	Mr. L Skosana Tel No: (012) 943 3303
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

<u>POST 40/108</u>	:	<u>SENIOR FOOD SERVICE AID REF NO: 141125/30</u> Branch: Corporate Support Services Cd: Auxiliary Services
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Roodeplaat Training Centre
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 Certificate and Diploma in Hospitality Management. Two (2) to (4) four years' experience in the environment of food industry. SHE Rep certificate will serve as added advantage. Basic knowledge keeping kitchen utensils clean and safe. Knowledge in business administration. Knowledge in food planning and preparation. Disciplinary knowledge in food services industry. Knowledge of quality management. Knowledge of purchasing and supply chain management. Knowledge of sanitation and health and safety procedures. Knowledge in dishing out food. Knowledge in inventory procedures and techniques.
<u>DUTIES</u>	:	Plan menus to meet individual nutritional needs. Monitor and oversees the maintenance of kitchen utensils, ordering and delivering of food items such as bread, meat dry stores, canned goods and dietary products. Oversees the inspection of all kitchen and food preparation areas to ensure proper food handling, sanitation and elimination of safety and security hazards. Plan and organise special functions. Maintain records of stock levels and financial transactions. Train and supervise waiters and kitchen staff. Assist with food preparation.
<u>ENQUIRIES</u>	:	Mr. L Skosana Tel No: (012) 943 3303
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/109</u>	:	<u>FOOD SERVICE AID REF NO: 141125/31 (X2 POSTS)</u> Branch: Corporate Support Services Cd: Auxiliary Services
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Roodeplaat Training Centre
<u>REQUIREMENTS</u>	:	An NQF level (1) or (2) Certificate or relevant qualification. N6 or Diploma in Hospitality & Catering Services will serve as an added advantage. Two (2) years' experience in food preparation and serving environment will serve as an added advantage. Three (3) years of experience working as a cleaner will be an added advantage. Ability to work under pressure. Basic knowledge keeping kitchen utensils clean and safe. Knowledge of sanitation, health and safety procedures. Knowledge of hygiene standards. Knowledge of inventory procedures and techniques. Knowledge of food preparation techniques. Knowledge in dishing out food. Basic knowledge in quality management. Willing to work shifts and overtime.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks, beverages (water, tea, coffee, sugar, and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food suppliers and report waste and losses.
<u>ENQUIRIES</u>	:	Mr. L Skosana Tel No: (012) 943 3303
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/110</u>	:	<u>GENERAL WORKER (X6 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Mooi Rivier Ref No: 141125/32 (X5 Posts) Rhenoster Rivier Ref No: 141125/33 (X1 Post)
<u>REQUIREMENTS</u>	:	An ABET certificate. Knowledge of general worker in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques.
<u>DUTIES</u>	:	Perform general assistant work. Load and off load equipment and any other, fencing, weed control. Garden maintenance, Painting, spraying with round up. Maintenance of dam premises, canals, pipelines, servitudes, terrain and

	buildings. Extinguish veld fires. Adhere to all OHS act. Assist with other general duties as when requested.
<u>ENQUIRIES</u>	: Mooi Rivier: Mr S Ntombela Tel No: (018) 294 9300/9310
	: Rhenoster Rivier: Mr S Ntombela Tel No: (018) 294 9300/9310
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/111</u>	: <u>GENERAL WORKER (X2 POSTS)</u> Branch: Infrastructure Management Southern Operations Dir: Operations Southern
<u>SALARY CENTRE</u>	: R138 486 per annum (Level 02) De Mist Kraal Dam Ref No: 141125/34 (X1 Post) Gwuwa Dam (Butterworth) Ref No: 141125/35 (X1 Post)
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: Mr S Cannon at (063) 500 6215 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	: Preference will be given to candidates from the geographical area.
<u>POST 40/112</u>	: <u>GROUNDSMAN (X11 POSTS)</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY CENTRE</u>	: R138 486 per annum (Level 02) Pongolapoort Dam Ref No: 141125/36 (X2 Posts) Hluhluwe Dam Ref No: 141125/37 (X3 Posts) Goedertrow Dam Ref No: 141125/38 (X3 Posts) Klipfontein Dam Ref No: 141125/39 (X2 Posts) Wagendrift Dam Ref No: 141125/40 (X1 Post)
<u>REQUIREMENTS</u>	: An ABET Certificate. Higher qualifications will serve as an added advantage. Zero - (1) year of work experience. More than two (2) years of experience in performing manual work will be an added advantage. 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, trimming process and techniques). Knowledge of chemical use (dilution/mix) and chemical product. 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.
<u>DUTIES</u>	: Clean, maintain grounds, repair tools and structures such as buildings, fences, and benches using hand and power tools. Mix, spray, or spread fertilisers, herbicides, or insecticides onto grass, shrubs, and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, and other grounds features. Maintain existing grounds/gardens by caring for sod, plants, and trees. Rake and mulch leaves and irrigate plants and lawns. Sweep parking lots, walkways, and grounds; clean buildings by sweeping, washing floors, and cleaning windows. Perform routine maintenance on equipment, repair minor damages, and refer major repairs to service providers. Maintain accurate records, such as job cards and equipment repair logs. Conduct inspections and report

		defects, such as cracks in structures, holes in embankments, and stagnant water.
<u>ENQUIRIES</u>	:	Mr. S Bhengu Tel No: (033) 239 1900
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 40/113</u>	:	<u>CLEANER REF NO: 141125/41</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Upper Vaal (Vaal dam)
<u>REQUIREMENTS</u>	:	An ABET certificate. Be able to operate cleaning equipment. Be able to work in a team and have a good interpersonal relation. Be able to work under-pressure, be punctual and respect of working hours and customer care.
<u>DUTIES</u>	:	Clean and create an orderly working environment. Operate cleaning machines. Ensuring that guest houses, kitchens and boardrooms are neat and tidy. Prepare tea and other refreshments for meetings. Wash dishes. Load and offload goods. Assist in any other duties as and when requested.
<u>ENQUIRIES</u>	:	Mr P Vermaak Tel No: (016) 880 0900
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidate will be expected to do practical test during interview.
<u>POST 40/114</u>	:	<u>CLEANER REF NO: 141125/42 (X2 POSTS)</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern Div: Water Resources Infrastructure Operations and Maintenance
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Basic knowledge in cleaning services. knowledge of chemical use (dilution). Basic knowledge of cleaning equipment's used. Basic knowledge of health and safety requirements. Basic knowledge in record keeping. Understanding and applying safety rules. understanding of applying and using chemicals correctly.
<u>DUTIES</u>	:	Cleaning of offices corridors, elevators and boardrooms by dusting and waxing of floors, sweeping, and scrubbing. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Empty and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by cleaning of basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling hand wash liquid soap, replace toilet papers and empty wash waste bins. Keep and maintain cleaning materials. Report broken machines/equipment. Cleaning of machines (microwaves, vacuum after use. Request cleaning materials.
<u>ENQUIRIES</u>	:	Mr. S Duma Tel No: (033) 239 1900
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from Pietermaritzburg and surroundings