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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)
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: 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
<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 40/06</u>	: <u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION (X61 POSTS)</u>
<u>SALARY CENTRE</u>	: 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 APPLICATIONS</u>	:	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
<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 CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	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

: 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.

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

<u>POST 40/43</u>	:	<u>INTERN: FINANCE REF NO: KIMFIN (X1 POST)</u> DPP: Kimberley
<u>STIPEND</u>	:	R6 659.25
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 in Finance and/or relevant qualification.
<u>ENQUIRIES</u>	:	Mr Ishmael Mofokeng Tel No: (053) 807 4507
<u>APPLICATIONS</u>	:	e mail kimfin@npa.gov.za
<u>POST 40/44</u>	:	<u>INTERN: HUMAN RESOURCES REF NO: KIMHRM (X1 POST)</u> DPP: Kimberley
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Human Resource Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Mr Ishmael Mofokeng Tel No: (053) 807 4507
<u>APPLICATIONS</u>	:	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</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 40/48</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</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 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 Sontseu8 & 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: Makhanda
	:	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 ASlengers@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.

<u>ENQUIRIES</u>	:	Ms. B Msane Tel No: (031) 336 2860
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>NOTE</u>	:	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.
<u>POST 40/80</u>	:	<u>ENGINEER PRODUCTION GRADE A - C REF NO: 141125/02 (X4 POSTS)</u> Branch: Infrastructure Management: Head Office Dir: Dam Safety Surveillance
<u>SALARY</u>	:	R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Mwandla Tel No: (012) 336 8736
<u>APPLICATIONS</u>	:	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

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided to forward application to: Department of Sport, Arts Culture and Recreation, Human Resource Management Directorate (Recruitment Division), Applications maybe hand delivered (drop off - application box) Ground Floor, Zana Building, Corner Hill and Henry Street Bloemfontein OR 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 application and attachments should not exceed 5mb) alternatively courier to Zana Building, corner Hill and Henry Street Bloemfontein, Room 9 (Attention Mr L Moadira)
- CLOSING DATE** : 14 November 2025
- NOTE** : Applications should be submitted on form Z83, which can be downloaded from www.dpsa.gov.za and must be accompanied by a comprehensive CV only. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full (Separate application for every reference number). Subject matter must reflect the post reference number on the email. It will be expected from Shortlisted candidates to present certified copies of qualifications once interview process is communicated. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Non-RSA citizens must provide proof of permanent residence permit (if shortlisted). The onus is on the applicants to ensure that their applications are couriered or hand delivered timeously as No applications received after the closing date and as well as incomplete applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to pre-employment screening (verification of qualification, security clearance, citizenship, credit record check and employment verification), to determine suitability for employment. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. Shortlisted candidates will be subjected to a practical pre-entry assessment that intends to test relevant technical, generic and integrity elements link to specific post. The suitable candidates will be selected with intention of promoting representativity and achieving EE targets as contemplated in the departmental Employment Equity plan.

**GRADUATE INTERNSHIP PROGRAM 2025 TO 2027
(24 Months)**

OTHER POSTS

- POST 40/115** : **INTERNSHIP: RISK MANAGEMENT REF NO: RM/1**
- STIPEND** : R7860.50 per month
- CENTRE** : Bloemfontein
- REQUIREMENTS** : National Diploma /Bachelor of Technology in Internal Audit or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
- ENQUIRIES** : Ms Tlaleng Modupe at 066 479 1443
- APPLICATIONS** : recruit.bt@sacr.fs.gov.za
- NOTE** : General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be

equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.

<u>POST 40/116</u>	:	<u>INTERNSHIP: INTERNAL AUDIT REF NO: IA /2</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma / degree in Internal Audit equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.
<u>POST 40/117</u>	:	<u>INTERNSHIP: INFRASTRUCTURE REF NO: IF / 3</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Degree /Bachelor of Technology in Civil Engineering / Building or Architecture or Quantity Survey or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.
<u>POST 40/118</u>	:	<u>INTERNSHIP: INFRASTRUCTURE REF NO: HS/4</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTR</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma in Health and Safety management or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be

equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.

<u>POST 40/119</u>	:	<u>INTERNSHIP: EMPLOYEE ASSISTANCE AND WELLNESS REF NO: EAP/5</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Bachelor Degree Human Social Science or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.
<u>POST 40/120</u>	:	<u>INTERNSHIP: HUMAN RESOURCE MANAGEMENT REF NO: HRM/ 6</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National diploma/degree in Human Resource Management or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.
<u>POST 40/121</u>	:	<u>INTERNSHIP: COMMUNICATIONS REF NO: CM /7</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma Media relations/ Communication and Marketing or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional

skills, and work ethics to be capacitated towards future employment opportunities.

POST 40/122

: **INTERNSHIP: GRAPHIC DESIGN REF NO: GD /8**

STIPEND

: R7860.50 pm

CENTRE

: Bloemfontein

REQUIREMENTS

: National Diploma in Graphic Design or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.

ENQUIRIES

: Ms Tlaleng Modupe at 066 479 1443

APPLICATIONS

: recruit.bt@sacr.fs.gov.za

NOTE

: General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS
DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DARDLEA through the filling of posts. Persons with disability are encouraged to apply. No Payment of any kind is required when applying for these positions.

- APPLICATIONS** : Applications quoting relevant reference number should either be hand delivered, posted or e-mailed to the following addresses:
Head Office: to the Director: Human Resource Management & Development, Samora Machel Building, Private Bag X11219, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ho@mpg.gov.za
Ehlanzeni District Office: to the District Director, Block 4, Aqua Street, PO Box 266, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ehls@mpg.gov.za
Bohlabela District Office: to the District Director, 101 Main Road, Private Bag X1321, Thulamahashe, (1365) or Email: dardlearecruitment-ehln@mpg.gov.za
GERT Sibande District Office: The District Director, 44 Church Street, Private Bag X 9071, Ermelo (2350) or Email: dardlearecruitment-gs@mpg.gov.za
Nkangala District Office: to the District Director, Ebhudlweni Building, Government Complex, Private Bag X4017, KwaMhlanga (1022) or Email: dardlearecruitment-nka@mpg.gov.za. Please ensure that you email your application to the relevant email.
- CLOSING DATE** : 14 November 2025 at 16:00
- NOTE** : Applications must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a recent updated Curriculum Vitae with full personal details, experience including three names of contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualifications as well as a driver's license where necessary will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in the application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants should ensure that they submit their applications on or before the closing date as no late applications will be considered. If more than one position is applied for, a separate application for each post should be completed. Candidates on SMS and MMS posts will be subjected to a competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine candidate's suitability based on the post's technical and generic requirements. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Candidate must provide proof of successful completion of the course. Due to the large number of applications envisaged to be received, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. NB: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time to be determine by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will undergo security vetting. DARDLEA will conduct reference checks which will include social media profiles of the shortlisted candidates. Please note that by responding to the advert, 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 the advertisement and will not be shared with third parties without prior consent unless required by law. 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 clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

POST 40/123 : **DIRECTOR: POLLUTION AND WASTE MANAGEMENT REF NO: DARDLEA/ 2025/11/01**
(Re-advert)

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : An undergraduate qualification in Natural Sciences / Environmental Science / Environmental Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Extensive experience of working in the waste management, drafting of policies, and plan development. A valid driver's licence. The successful candidate will be required to be registered with Environmental Assessment Practitioners Association of South Africa professional body (EAPASA). Skills And Competencies: Knowledge and understanding of the Extended Producer Responsibility policies and legislative framework. Policy and Plans drafting, report writing, good interpersonal relations, well-developed communications skills, analytical thinking, business and legal writing skills, advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. Willingness to travel and must be able to work independently and efficiently under pressure. Leadership experience. Experience in monitoring and evaluation. Extensive technical experience in environmental/waste information management and in project management. Knowledge and understanding of the policy and environmental legislative framework governing pollution and waste management, and public sector prescripts (PSA, PAJA, PFMA and PAIA).

DUTIES : Develop provincial policies, plans and strategies on pollution, and waste management. Provide support to local municipalities in developing waste plans and guidelines aligned to provincial policies and plans. Provide technical inputs and guidance to national legislation and policies. Conduct socio-economic impact assessment for regulatory instruments underdevelopment. Manage the development and maintenance of the South African Waste Information System for chemicals and waste management. Promote pollution prevention and waste information management and dissemination. Collect, analysis, manage and disseminate information on pollution, chemicals and waste management. Undertake and promote appropriate research on chemicals and waste management. Undertake, coordinate the extended producer responsibility policies. Manage the development and review of the state of waste report. Manage stakeholder relationships. Establish and maintain internal controls and reporting systems to meet performance goals, provide a monthly, quarterly and annual reports on financial and non- financial performance for the directorate. Provide technical support to all key stakeholders on chemicals and waste information and knowledge management.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/124 : **DIRECTOR: ENGINEERING AND PROJECT MANAGEMENT REF NO: DARDLEA 2025/11/04**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : An appropriate NQF Level 7 qualification as recognised by SAQA in Agriculture, Natural Resource Management, Land-Use Planning, Agricultural Engineering or equivalent. Registration with professional body. A minimum of 5 years' experience at middle management / senior managerial level in agriculture / natural resource management (or equivalent). A valid driver's

		licence. Competencies: In-depth knowledge of agriculture sector, engineering, natural resource management, land-use planning, agricultural engineering, conservation of agricultural resources, disaster risk reduction. Strong understanding of applicable legislation and policy frameworks (e.g., CARA, PFMA, Treasury regulations, Batho Pele principles). Project and programme management, financial management, monitoring & evaluation. Strategic leadership, decision-making, high-level communication (both verbal & written), report-writing. Stakeholder engagement, negotiation, facilitation. Problem-solving, innovation, risk management, change management. Time management, planning/organising, computer literacy. Good interpersonal relations. Ability to work under pressure. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Provide strategic leadership, policy and programme direction for the sustainable utilisation and management of natural agricultural resources in engineering services, LandCare, land-use management, disaster risk reduction, and resource-conservation. Manage financial, human and assets within the directorate, ensuring compliance with the Public Finance Management Act, 1999 (PFMA), Treasury regulations, procurement, performance management and reporting. Provide leadership and oversight for project and programme planning, implementation, monitoring and evaluation, performance management and continuous improvement of service delivery. Champion climate-resilient agriculture and land-use Management. Ensure the directorate adheres to legislative/regulatory frameworks (e.g., CARA and environmental laws) and integrate risk management and compliance functions.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/125</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: DARDLEA/2025/11/05</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or Advance Diploma (NQF level 7) or equivalent, as recognized by SAQA, in Labour Relations/Human Resource Management/Labour Law/LLB or equivalent qualification. A minimum of 5 years' experience at middle management / senior managerial level in Labour Relations. Pre-entry certificate for senior management service (Nyukela certificate). Skills and Competencies: Sound knowledge of Labour Relations, Human Resource Management and Public Service prescripts which includes Collective Agreements. In depth knowledge of dispute resolution process / procedure in the PSBCBC, GPSSBC, and other related labour forums. Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision-making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, facilitation skills, verbal and written communication; Proven computer literacy, including advanced MS Word, MS Excel and MS Power Point including report writing and presentation skill. Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' license.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Chief Director: Corporate Services and will be responsible to provide strategic and leadership direction in the Labour Relations Directorate. Manage relationships with recognized Trade Unions in ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise. Conduct research on collective bargaining trends and advise management on labour relations developments particularly where policy and procedural changes may be required. Represent the Department in conciliations and or mediation process and arbitrations hearings. Coordinate and manage employee disciplinary process, conflict resolution process and oversee dispute resolution. Manage relationships with recognized trade unions ensuring cordial and constructive interaction and acting as management representative in cases relating collective bargaining. Develop Labour Relations policies and procedure manuals in the Department in line with the relevant legislative frameworks. Ensure that line managers are effectively trained in handling labour relations matters. Develop and maintain labour relations service level agreements with

		internal and external stakeholders and represent the department in all Labour Relations Fora and ensure the effective, efficient and economical management and utilization of resources allocated to the Directorate as outlined in the legislative framework for good governance. Analyse Labour Relations data, identify trends, prepare and submit reports to the Executive Management. Management of human resources and finances of the Directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/126</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DARDLEA/2025/11/06</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	The ideal candidate must have an appropriate qualification in Law at NQF 7 as recognized by SAQA. A minimum of 5 years' experience at middle management / senior managerial level in a legal environment. Proven extensive practical experience within a legal environment Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment A valid driver's license. Skills and Competencies: The successful candidate must have an in-depth knowledge of all legal prescripts applicable to the public service and in particular the Constitution of South Africa (Act 108 of 1996). Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of statutes, Planning and Development Law, Civil Litigation, and Mediation, the Code of Conduct for Public Servants, Bill of Rights, and any other legal aspects applicable to South African Law. Broad knowledge of the interpretation of statutes, good knowledge and experience in drafting all legal matters and interpreting legislation; managing human, physical and financial resources, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Minimum of Information Security Standard (MISS). National & Provincial Practice Notes, Human Rights Act, Promotion of the Administrative Justice Act, Skills Development Act, National Development Plan. Knowledge and understanding of the Public Service regulatory framework, e.g. Public Service Act, Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of Departmental Policy and Procedures. Knowledge of implementing policies. Sound human relations and interpersonal skills Ability to provide legal advice Negotiation, legal research, including (legal) analytical skills Ability to meet tight deadlines, work independently, and be willing to work irregular hours. Proven ability to communicate at all levels including, Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments; Members of the public. Computer literacy, report writing, strategic planning, negotiating skills, program, and project management principles, report writing, and presentation skills. Broad knowledge of service delivery innovation, and change management. Strategic and leadership, policy analysis and development, management, and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus. Ability to work independently, honesty, integrity, and innovation.
<u>DUTIES</u>	:	The successful candidate will be required to Provide guidance and support to the entire department, advise the MEC, Senior Management, and staff in all legal matters to manage and mitigate legal risks that might face the department. Manage the provision of effective litigation management in the department. Manage the provision of effective legal drafting of opinions and contracts. Coordinate with other departments on all legal-related issues that have a direct bearing on the Department and ensure the recovery of costs of its activities whenever possible. Manage the provision of legal advisory support services Coordinate legislative review and reform program in the department Manage and co-ordinate the Departmental Legislative program including the Provincial Rationalization of Laws Project Manage human, financial, and other physical resources of the component/Directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

<u>POST 40/127</u>	:	<u>DIRECTOR: ASSET MANAGEMENT AND FACILITIES REF NO: DARDLEA/2025/11/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package) Head Office Mbombela Applicants must be in possession of a SAQA recognized Bachelor's degree in Financial / Business / Public / Commerce Management or any equivalent/ relevant qualification (NQF level 7). Successful Completion of Senior Management Pre-Entry Programme (Nyukela). Executive Management Development Program Certificate/Post Graduate qualification in Finance/ Business/Commerce/Business Management (NQF 8) will be an added advantage. A minimum of 5 years' experience at middle management / senior managerial level. Applicants must have extensive experience in the asset management environment. A valid driver's licence. Skills And Competencies: Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Sound organising, planning and leadership skills. Ability to develop, interpret and implement policies. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses and change management. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Ensure compliance to the provisions of the PFMA, Treasury Regulations, National Transport Policy, Asset Management Framework, Modified Cash Standard and Accounting Manual for Departments. Ensure effective and efficient management of assets under the control of the department including inventory. Ensure that a complete, accurate and reliable Fixed Asset Register is in place. Ensure effective and efficient asset disposal management. Provide effective and efficient transport services and ensure economic use of departmental vehicles. Ensure compliance with all relevant reporting requirements coupled with timeous submission of monthly and quarterly reports. Ensure proper management of assets through physical asset verification, FAR update with additions, disposals, losses, leases and etcetera. Ensure that relevant notes to the Interim and Annual Financial Statements are prepared and submitted for proper reporting and submission. Manage the performance of leases. Ensure proper handling of audit queries. Ensure monthly asset reconciliations are conducted. Manage human resources and performance of the directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/128</u>	:	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DARDLEA/2025/11/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package) Head Office Mbombela Applicants must be in possession of a SAQA recognized Bachelor's degree in Financial / Business/ Public/ Commerce Management or any equivalent/ relevant qualification (NQF level 7). Successful Completion of Senior Management Pre-Entry Programme (Nyukela). A minimum of 5 years of experience at middle/senior management level. Proven managerial and financial management competencies. A valid drivers licence. Skills and Competencies: Programme and Project Management, Financial Management, Change Management and Communication (written and verbal) skills and competencies. Knowledge of Financial Management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of HR management practices, Government Legislative Frameworks and other Public Service Regulatory Frameworks. Skills in Financial Planning, Budgeting, Sound Management, Planning and Organizing. Ability to develop, interpret and implement policies, strategies and legislations. Sound knowledge of Public Finance Management Act (PFMA), Treasury Instructions, Labour Relations Act, Public Service Regulations. Ability to work under pressure and a valid driver's license.
<u>DUTIES</u>	:	Provide strategic financial leadership and direction to ensure effective financial management and compliance with government regulations. Manage accounting and reporting in compliance with the requirements of the Public

		Finance Management Act (PFMA) requirements. Manage the development and maintenance of accounting reporting policies, strategies and procedures. Ensure facilitation of all financial and auditing requirements. Manage departmental budget, administration and reporting processes in line with PFMA, Treasury Regulations and Guidelines. Manage human resources and performance of the directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/129</u>	:	<u>DIRECTOR: LAND REFORM MANAGEMENT REF NO: DARDLEA/2025/11/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package)
	:	Head Office Mbombela
	:	BSC in Agricultural Science/ Bachelor's Degree in Agriculture / BTech in Agriculture/ Rural Development (NQF Level 7) as recognized by the South African Qualification Authority (SAQA). A postgraduate degree will be an added advantage. A minimum of 5 years' experience at middle management / senior managerial level in Agriculture, Rural Development, Economics, Land and Agrarian programmes. A valid driver's license. Pre-entry certificate for senior management service (Nyukela certificate). Skills And Competencies: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Knowledge of contract management. Knowledge of applicable legislation frameworks such as, Public Finance Management Act Treasury Regulations, Labour Relations Act, Public Service Act, and Public Service Regulations. Knowledge of Government policies and priorities in terms of Agriculture, Land Reform and Rural Development, supply chain management practices and other relevant prescripts. Extended working hours and prepared to travel. Experience in capacity building and good programme facilitation skills. Team building and decision-making skills. Must have good verbal and written communication skills to facilitate various collaborations with a variety of stakeholders and must be computer literate (MS Word, MS Excel, MS Power Point and MS Outlook). Ability to apply time management principles and adapt to continuous changing environment.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Chief Director: District Services and will be responsible to provide strategic and leadership direction in the Directorate. Manage the provision of Agricultural Extension and Advisory service. Facilitate the establishment of extension forums. Evaluate and report on extension programmes. Establish and participate in institutional structures for planning, implementation and coordination of agricultural projects. Manage the provision of all agricultural specific interventions and support land reform projects. Development and implementation of policies, review and amend as and when required based on inputs from stakeholders. Facilitate, manage and implement strategic directions, development and support for land reform programme and rural development. Facilitate the resolution of specific challenges facing the sector. Provide monitoring and evaluation oversight of land reform programme and produce relevant reports. Participate in different forums that contribute towards development of Agriculture and Land Reform. Manage Mentorship and Graduate policies and practices. Provide information services to mentorship and graduates participants. Identify exit opportunities for Graduates.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/130</u>	:	<u>DIRECTOR: EHLANZENI NORTH DISTRICT REF NO: DARDLEA/2025/11/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package)
	:	Ehlanzeni North (Thulamahashe)
	:	An undergraduate qualification or Bachelor's degree (NQF 7) in Agriculture/ Agricultural economics/ agricultural extension, coupled with A minimum of 5 years' experience at middle management / senior managerial level and, knowledge in Agricultural development. Successful completion of the Pre-entry Certificate for SMS as endorsed by the NSG is required. Skills And Competencies: Knowledge of extension methodologies and land reform.

		Sound knowledge of PFM and PSR, PSA, LRA. Knowledge of project management, change management, strategic planning, report writing, facilitation, coordination planning and organizing, diversity management. Computer literacy, good communication skills (written and verbal). Good agri-business skills and leadership. Good networking skills with different stake holders. A valid drivers license.
<u>DUTIES</u>	:	Provide overall management of the district agricultural services and its activities in the municipalities. Human resource management and development. Operational and financial management (supply chain management, budget, expenditure and financial reviews in the district). Manage agricultural developments and provide support service to IDP/ LED planning environment of the municipalities. Implementing the land and agrarian reform programme. Providing support and guidance in compiling business plans of projects funded through conditional grants. Compiling district reports. Participate in the Department's strategic planning and performance reviews. Advice stakeholders on agricultural production and related matters. Advice farmers on the optimal land use practices. Promote, monitor and evaluate agricultural developments. Promote adoption of new technologies and best practices. Promote the uplifting of rural peasant households. Implement comprehensive farmer support programmes. Coordinate the planning and implementation of natural resource management projects. Coordinate the planning and implementation poverty alleviation, household food security programmes and job creation projects. Provide appropriate advisory support to develop and strengthen the capacity of the farmers. Managing and supervising projects. Implement the extension and advisory and recovery plan. Ensure that farmers participate in disaster and risk management programmes. Facilitate the farmer's organization for effective service delivery.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/131</u>	:	<u>DIRECTOR: MASIBUYELE EMASIMINI REF NO: DARDLEA/2025/11/11</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Successful completion of the Pre-entry Certificate for SMS as endorsed by the NSG is required. Candidates must possess a Bachelor's Degree (NQF 7) in Agriculture/ Agricultural economics/ agricultural extension A minimum of A minimum of 5 years' experience at middle management / senior managerial level. Skills and Competencies: Applicants must demonstrate comprehensive knowledge and understanding of all relevant legislation and regulations governing the Public Service, including the Public Financial Management Act and Treasury Regulations, the Public Service Act, and the Labour Relations Act. An understanding of South African government imperatives, priorities, and sector-specific requirements—particularly concerning capacity development, agrarian reform, and food security—is essential. Familiarity with government policies and priorities related to food security, as well as knowledge of the country's food security systems, is required. An understanding of social development and poverty issues affecting the nation, along with health and nutrition matters, is also necessary. Awareness of rural and small farmers' issues and needs is important. Candidates should possess knowledge of the White Paper on the Transformation of the Public Service (Batho Pele). Proficiency in financial management, strategic capability and leadership, programme and project management, and knowledge management is required. Skills in service delivery innovation, problem-solving and analysis, people management and empowerment, and client orientation and customer focus are essential. Effective communication, honesty, integrity, and change management skills are also necessary. Willingness to work extended hours and undertake travel, including international travel, is expected.
<u>DUTIES</u>	:	Establish provincial frameworks to advance sustainable household food security programmes. Supervise collaborations with both internal and external stakeholders engaged in food security initiatives. Lead the Directorate in executing policy priorities and achieving strategic objectives, including target setting. Manage the coordination and reporting of agricultural interventions; coordinate and implement land reform and other agrarian interventions. Manage the development and implementation of policies.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

OTHER POSTS

<u>POST 40/132</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: DARDLEA/2025/11/12</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A minimum of Bachelor's degree/Advanced Diploma / BTech (NQF Level 7) in Information Technology / Computer Science / Informatics with a minimum of five years' functional work experience at an Assistant Director or middle Management level in complex ICT Application complex environment as Application developer using ASP.NET/JAVA, JQuery, HTML5, Oracle and PLSQL, e.t.c. A valid driver's license. Skills And Competencies: Sound knowledge of PFMA, Public Service Act, Public Service, National Treasury Regulations and ICT prescripts. Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring (availability, manageability, reliability and security), Software development methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Presentation and project management skills. Information and data Security. Risk assessment and mitigation. Disaster recovery technologies.
<u>DUTIES</u>	:	Implement enhancements for software applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams to deliver ICT solutions. Manage and supervise resources within the sub-directorate. Coordinate training and information provision to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the Provincial Departments by assisting them in obtaining management information using systems. Compile standard policies and procedure manuals for internal security profiles and control deviations. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/133</u>	:	<u>DEPUTY DIRECTOR: PRODUCTION AND PUBLICATION (GRAPHIC DESIGNER) REF NO: DARDLEA/2025/11/13</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and an appropriate Bachelor's Degree / Advanced National Diploma (NQF 6/ 7) or equivalent qualification in Communications Studies / in Graphic Design/ Audio-Visual Production/ Media Studies/ or related field, with a minimum of five years managerial experience in a Junior Management level (Assistant Director level). Knowledge and experience in Communications, publication and/ or information services. A portfolio of previous publications will be an added advantage. Knowledge of design software, such as Adobe Creative Suite: Photoshop, Adobe Creative Suite: Illustrator, Adobe Creative Suite: InDesign, Corel Draw, and Microsoft Office. Good Communication with excellent organizational and writing skills and ability to interact at high profile levels. The ability to work under pressure and willingness to work long hours. A valid driver's license. Skills And Competencies: Planning and organizing. Financial management. Change management. Knowledge management. People management and empowerment. Programme and project management. Service delivery innovations. Client orientation and customer focus. Problem solving and analysis. Communications.
<u>DUTIES</u>	:	The successful candidate will be responsible to co-ordinate the production of the external provincial government publication. Co-ordinate the production of the internal staff bulletin. Render proof reading and editing services for documents and publications. Co-ordinate the design of corporate materials for the Department. Co-ordinate the audio-visual services for the Department. Manage human and financial resources of the Production and Publication Unit.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo: Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

<u>POST 40/134</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: DARDLEA/2025/11/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Head Office Mbombela
	:	A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Computer Science/Information Technology and Informatics with a minimum of five years' functional work experience in at an Assistant Director or middle Management with proficiency in data and Voice-over-IP (VoIP) networking experience. Any relevant ICT Infrastructure certificate is an advantage. A valid driver's license. Skills And Competencies: Working knowledge of Microsoft server environment, Windows operating systems (AD and MS Exchange Server) and Microsoft Office packages. Management of Software licenses. Networking environment –LAN/WAN, networking/Troubleshooting and experience in routers/switch configuration Telecommunication Systems – Knowledge of PABX and telecom systems, (TMS, VoIP). Virtualization Solutions, SAN administration and Cloud hosted services. Knowledge of ICT Security technologies. Sound knowledge of PFMA, Public Service Act, Public Service, National Treasury Regulations and ICT prescripts. Information and data Security. Risk assessment and mitigation. Disaster recovery technologies. Presentation and project management skills.
<u>DUTIES</u>	:	Development, implementation and monitoring of ICT Infrastructure Plan. Provision and maintenance of the telecommunications systems and network infrastructure. Oversees management and protection of the data ensuring adherence to standards and operating procedures to data access and preservation of data and storage. Manage the maintenance and support of all computer end-user devices and computerized systems, information processing equipment and software. Sets the direction and oversee ICT infrastructure projects and implement ICT projects methodologies. Assists in the acquisition of ICT equipment and software through developing specifications and giving advice on the new technologies procured. Coordinate the compilation of various reports and statistics for the section. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/135</u>	:	<u>DEPUTY DIRECTOR: SERVICE CONDITIONS REF NO: DARDLEA/2025/11/15</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Head Office Mbombela
	:	A three year tertiary qualification (NQF level 6/ 7) in Human Resource Management / Public Admin / Public Management or any related field. Minimum five years working experience within Service Conditions unit at an Assistant Director level. Competencies: Knowledge and experience of Pension Management, Leave Management, Government Housing Scheme and Medical Aid. Strategic thinking, Financial Management and budgeting, Diversity Management, Project Management, Team leadership, People Management, Planning and organising, Negotiation skills and Presentation skills. Communication skills (verbal and written), Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, understanding and application of Human Resource Management with reference to Conditions of Service in the Public Service. Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Service Act as amended, Public Service Regulations, Basic Conditions of Employment Act, Relevant PSBC resolutions and directives, Computer literacy (Microsoft Office package), Salary Administration System (PERSAL) Personnel Certificate, Knowledge of BPA system. A valid driver's licence.
<u>DUTIES</u>	:	Manage implementation of Service Benefits. Manage Service Terminations. Conduct Exit Interviews, analyse trends and present findings to management. Develop long term strategies to address employee turnover. Manage Leave Matters including PILIR. Conduct research in developing and reviewing policies. Liaison with line managers and stakeholders for inputs on policy development/review. Conduct awareness campaigns on new and reviewed policies. Communicate departmental plans and offer guidance to all employees. Provide inputs to line management and unit for budgeting

		purposes. Compile the unit's operational plan. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and within prescribed timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision and Delegation of functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/136</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROGRAMMES REF NO: DARDLEA/2025/11/16</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Head Office Mbombela
	:	Matric certificate with a Degree/ diploma (NQF Level 06/ 07) in Public Administration or Developmental Studies or equivalent qualification as recognized by South African Qualifications Authority (SAQA). 5 years experience as an Assistant Director in Special Programmes or Transversal Services. Knowledge of the Public Service Regulation (PSR) of 2016. Knowledge of the Public Finance Management Act (PFMA). Knowledge of legislation or prescripts on People with Disabilities (PWD), Children, Youth and Older Persons. A valid driver's license. Skills and Competencies: Communication (verbal and writing) skills, good presentation skills, ability to work under pressure, meeting tight deadlines, ability to work with a team, problem solving, project management, computer literacy and analytical skills.
<u>DUTIES</u>	:	Monitor programme alignment to prescripts on the rights of PWDs, Children, Youth and Older Persons. Conduct advocacy on the rights of designated groups. Monitor and report on programme performance on special programmes. Manage the finances of the Sub-Directorate. Manage the human resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/137</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DARDLEA/2025/11/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Nkangala District
	:	An (NQF level 6/ 7) qualification in Human Resource Management / Public Admin / Public Management or any related field. Minimum 5 years working experience at an Assistant Director level within Human Resource Management and Development environment. Competencies: visionary, Strategic thinking, and experience in managing diverse teams. Ability to manage projects, lead change initiatives and implement new policies and systems Financial Management and budgeting, Diversity Management, Programme and relations management. Accountability and ethical conduct. Analytical skills. Project Management, Team leadership, People Management, Planning and organising, Negotiation skills and Presentation skills. Communication skills (verbal and written), Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, proficient in relevant software packages, including MS Office. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Service Act as amended, Public Service Regulations, Basic Conditions of Employment Act, Relevant PSBC resolutions and directives, Computer literacy (Microsoft Office package) PERSAL) Knowledge of BPA system. A valid driver's licence.
<u>DUTIES</u>	:	Manage corporate services in the District i.e recruitment, employee relations, performance management, Information technology, administration, communications, OHS and HR planning. Assist with the development and implementation of strategic plan. Ensure line manager execute their business plan within the objectives of HR plan. Monitor Corporate services policy

		implementation. Oversee budget in line with government regulations. Manage personnel.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/138</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DARDLEA/2025/11/ 18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Ehlanzeni North District
	:	An (NQF level 6/ 7) qualification in Human Resource Management / Public Admin / Public Management or any related field. Minimum 5 years working experience at an Assistant Director level within Human Resource Management and Development environment Competencies: visionary, Strategic thinking, and experience in managing diverse teams. Ability to manage projects, lead change initiatives and implement new policies and systems Financial Management and budgeting, Diversity Management, Programme and relations management. Accountability and ethical conduct. Analytical skills. Project Management, Team leadership, People Management, Planning and organising, Negotiation skills and Presentation skills. Communication skills (verbal and written), Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, proficient in relevant software packages, including MS Office. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Service Act as amended, Public Service Regulations, Basic Conditions of Employment Act, Relevant PSBC resolutions and directives, Computer literacy (Microsoft Office package) PERSAL) Knowledge of BPA system. A valid driver's licence.
<u>DUTIES</u>	:	Manage corporate services in the district i.e recruitment, employee relations, performance management, Information technology, administration, communications, OHS and HR planning. Assist with the development and implementation of strategic plan. Ensure line manager execute their business plan within the objectives of HR plan. Monitor Corporate services policy implementation. Oversee budget in line with government regulations. Manage personnel.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/139</u>	:	<u>DEPUTY DIRECTOR: PMDS REF NO: DARDLEA/2025/11/19</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Head Office Mbombela
	:	An appropriate Degree/ Diploma (NQF 6/7) in Human Resources Management/ Development/ Training and Development/ Management of Training/ Public Management/ Public Administration. Five (5) years' experience in Performance Management. Knowledge: Public Service Act, Public Service Management Act, Treasury Regulation, Human Resource Management Policies, Human Resource Systems and Procedures, Performance Management, Labour Relations Act, Batho Pele Principles, Public Service Regulations as amended, PSCBC Resolutions, Knowledge of SMS handbook, Public Service Act as amended, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Competencies: Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Manage performance management and Development system in the department. Manage and administer the SMS Performance Management System. Manage and administer the Performance Management and Development System. Manage the coordination and facilitation of support to Moderation Committee Service in the Department. Develop, Review and Manage the implementation of PMDS Policies and processes to ensure compliance. Conduct training on PMDS. Manage and facilitate the PMDS processes of submission of Performance Agreements, Mid-term assessments, Annual assessments and probation reports for both members of Senior Management Service (SMS) and non-SMS. Ensure quality assurance of SMS

and non-SMS Performance Agreements, Mid-term assessments, Annual assessments and probation reports. Administer SMS and non-SMS moderation processes, manage databases, implementations on PERSAL, and facilitate the appointment of moderation committees. Effective facilitation of the implementation of the incentive framework and collective agreements, including OSD and non-OSD. Ensure that awareness and training sessions on PMDS are conducted. Ensure accurate data capturing, reporting, and provide reports to Management. Manage dispute resolution or disagreement process emanating from Performance Agreements, Mid-term assessment, Annual assessment, and probation reports. Provide technical advice to stakeholders, and management.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/140 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND DESIGN REF NO: DARDLEA/2025/11/20**

SALARY : R582 444 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Applicants must be in a possession Degree/National Diploma (NQF 6) in Management Service/Work-study /Human Resource Management / Public Administration / Public Management/ Industrial Psychology, supplemented by a certificate in Applied Organisational Development programme or Work-study, Job evaluation. A minimum of three (3) years' experience working in organisational design and Job evaluation. Competencies: Knowledge and experience of Organisational Design and Job Evaluation process. Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.

DUTIES : Design, reviewing, align and maintain organizational structure in line with the Departmental strategic plan. Conducting work study investigations. Determining the correct grading of posts on a continuous basis through Job Evaluation. Facilitating the process of developing Job Descriptions (new and existing job descriptions). Managing Job Description database and Job Evaluation records. Providing submissions, reports, statistics and presentations on the above. Facilitate and co-ordinate workshops on job evaluation to capacitate line Managers. Conduct research on the above including best practices.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/141 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATION REF NO: DARDLEA/2025/11/21**

SALARY : R582 444 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : A National diploma or Degree (NQF 6) in Human resource management, Public Management, Social Science or related field. 3 years' experience in skills development and Training Coordination of which two years must be supervisory experience. A valid drivers incense. Skills and Competencies: Knowledge of Human resource management and Legislation such as Public Service Act, Public Service Regulations. Time management, training and mentoring skills, diversity management. Eperience in skills development and training coordination. Experience in managing long-term training programmes like internships. Experience in drafting and submitting WSP reports various SETA's. project management skills and being able to coordinate and manage training initiative and development projects. Strong verbal and written communication skills including report writing and presentation abilities. Computer literacy in the Microsoft package i.e Word, Excel, PowerPoint. Knowledge of PERSAL system. Ability to work independently and as part of a team, under pressure, and take initiative.

DUTIES : Develop, implement and manage the Department's WSP and annual training report and liaise with service providers. Serve as liaison between the

		Department and the relevant SETA's. promote a culture of learning and development within the Department Coordinate orientation and induction programme. Coordinate skill audit and training needs analysis process to identify skills gap. Implement internship and experiential learning programmes. Compile and submit training report to management. Serve as secretary and advisor during training committee meetings. Ensure compliance with skills development Legislation. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/142</u>	:	<u>ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DARDLEA/2025/11/22</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma/ Degree (NQF level 6) as recognized by SAQA in Communication/ Journalism/ Marketing or equivalent qualification. Exceptional oral and writing skills. Good interpersonal relations skills. Computer literacy. Policy analysis and development. Research skills. A valid driver's licence. Skills And Competencies: Knowledge of prescripts applicable in Public Service. Strong written and verbal communication, and media relations expertise. Computer literacy, the ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for implementing media engagement plans, identify relevant media platforms to profile the Department. Conceptualize media content such as media advisories and media statements for approval by the supervisor Establish and maintain good relations with the media and analyse media trends in the province and departmental priorities. Ensure media monitoring, summarize and analyse key communication issues affecting the Department. Conduct research and information gathering for articles and media statements. Compile and issue weekly diary for the Departmental activities. Facilitate media accreditation, coordinate venues for media registration and interviews.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/143</u>	:	<u>ASSISTANT DIRECTOR: PRODUCTION AND PUBLICATION REF NO: DARDLEA/2025/11/23</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Senior Certificate and National Diploma/Degree (NQF 6) in Graphic Design or equivalent qualification. Three years' experience in Graphic Design. A portfolio of previous publications will be an added advantage. Knowledge of design software's, such as Adobe Creative Suite: Photoshop, Adobe Creative Suite: Illustrator, Adobe Creative Suite: InDesign, Corel Draw, and Microsoft Office. Writing, digital media and photographic skills will be an added advantage. The ability to work under pressure and willingness to work long hours. A valid driver's license. Skills And Competencies: Knowledge of prescripts applicable in the Public Service. Strong written and verbal communication, and media relations expertise. Computer literacy, The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Production of departmental publications, including Annual Report, Policy and Budget Speech, Internal and External newsletters, Booklets, Presentations and Promotional Material. Maintain departmental corporate image and identity on all documents and events. Writing, digital media and photographic skills will be an added advantage. Give creative direction on supplied briefs. Maintain departmental corporate image and identity on all documents and events. Multimedia design and production. Provide high quality videos for broadcasting in digital platforms. Provide audio-visual services to departmental events. Archiving pictures, footage and videos on audio-visual library. Social media engagement and management.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

<u>POST 40/144</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DARDLEA/2025/11/24</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A (3) three-year Degree or National Diploma (NQF 6) in Security Management. 3 years' experience in security management or job-related knowledge. Skills And Competencies: A broad knowledge of Minimum Information Security Standard (MISS). A sound knowledge and understanding of the South African Media Landscape, site and operations. Planning and organizational skills, analytical skills, communication skills (verbal and written). Ability to work under pressure and willingness to work irregular hours. A valid drivers license. Ability to travel extensively and ability to work in a team.
<u>DUTIES</u>	:	Coordinate and promote safety and security in terms of Minimum Physical Security Standards (MPSS) and Minimum Information Security Standards (MISS) in the province. Attend and conduct meetings with appointed Security Service providers to ensure contract compliance on a monthly basis. Conduct inspections at all Departmental facilities. Conduct physical security audits, assessments in all offices of the Department. Assist in coordinating and monitoring of key custodians in all District offices. Monitor the implementation of SOP: Key control procedures. Conduct inspections on electronic security systems. Report all defects to the service provider. Monitor the maintenance and service repost against scope of work. Participate in all Departmental plenary meetings. Ensure that Z204 (81/97244) is issued and database updated. Ensure that security vetting file is submitted to state Security Agency within the required time frame. Manage safety and security at all Departmental events. Plan safety and security as per Standard Operating Procedure for events. Liaise with Security Cluster Members for coordination of section and meetings. Accreditation/ registration of guests and delegates. Apply and request a categorization from South African Police Service. Submit and operational plan Monitor event and submit a feedback report.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe: Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/145</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DARDLEA/2025/11/25 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognised National Diploma or Bachelor's degree / B-Tech (NQF 6) in Supply Chain Management/ Logistics / Purchasing or other relevant qualification with a minimum 03 years work experience in Supply Chain Management. Minimum three (3) years' experience at supervisory (Level 7/8) within Supply Chain Management Environment. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's licence. Skills and Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	Manage the generation of purchase orders and screening for compliance and approval thereof. Coordinate and review the processing of requisitions for goods and services. Ensure effective LOGIS administration and implementation. Compile weekly LOGIS commitment report. Perform monthly reconciliation reports. Management of uploaded documents on the BPA system. Receive, capture and forward invoices of goods and services to the expenditure section. Ensure proper usage and support provision to all users of the Invoice Tracking System. Coordinate the safekeeping and distribution of consumables. Supervise employees to ensure an effective logistics management services and undertake all administrative functions required with

		regard to financial and HR administration. Ensure effective, efficient and economical utilisation of resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/146</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT AND SUPPLY CHAIN PERFORMANCE MANAGEMENT REF NO: DARDLEA/2025/11/26</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognised National Diploma or Bachelor's degree / B-Tech (NQF 6) in Supply Chain Management/ Logistics / Purchasing or other relevant qualification with a minimum 03 years work experience in Supply Chain Management. Minimum three (3) years' experience at supervisory (Level 7/8) within Supply Chain Management Environment Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's licence. Skills And Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	Develop and update contract register, track contract performance and timelines. Conduct assessment of suppliers' performance. Ensure provision of secretariat duties to the Bid Adjudication Committee. Manage the rotation of contracted service providers. Manage and monitor the implementation of service level agreement. Safeguarding of contract related documentation and files thereof. Ensure that all active contracts are captured on contract management systems. Ensure quality assurance of invoices. Facilitate contract dispute resolutions through the Contract Management Committee Ensure compliance with SCM policies and applicable prescripts. Compile monthly and quarterly reports. Supervise employees to ensure an effective logistics management services and undertake all administrative functions required with regard to financial and HR administration. Ensure effective, efficient and economical utilisation of resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/147</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: DARDLEA/2025/11/27 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Matric certificate, and a National Diploma/ Degree (NQF 6/7) Financial Accounting, Cost and Management Accounting, Internal Auditing or relevant qualification within the related field as recognised by SAQA. Minimum of 3 Years relevant experience in a Financial Accounting or related field knowledge of Financial Management. Skills And Competencies: Knowledge of Public Service Financial Legislative Frameworks PFMA and Treasure Regulations. Must have extensive experience operating transversal financial systems (BAS and LOGIS) Financial Management skills. Good Interpersonal relations, problem solving, Good with people management. Must be computer literature and be able to work both individually and in a team as well under extreme pressure. Must in possession of a valid driver's licence. Client orientation. Accountability and ethical conduct.
<u>DUTIES</u>	:	Receive/ checking/ recording all invoice, process payments and ensuring they are paid within 30 days, filled systematic in a safe space after payment and retrieval of payment vouchers when requested. Consolidate monthly reports/ creditors reconciliation/ Payables and Accruals. Prevent and report Unauthorized/ irregular/ wasteful/ fruitless expenditure. Manage/develop/ evaluate performance of staff.

<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/148</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: DARDLEA/2025/11/28</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma/ Degree (NQF Level 6) in Finance / Financial / Accounting Management as recognised by South African Qualifications Authority (SAQA). At least a minimum of three (3) years' experience at supervisory (Level 7/8) within Finance Environment. Skills And Competencies: Knowledge of legislative prescripts governing the public sector Financial Administration, with emphasis on the Public Finance Management Act, MTEF guidelines and Treasury Regulations. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. Supervisory /Management skills. A valid driver's licence.
<u>DUTIES</u>	:	Assist in preparing departmental budgets, including analysing historical financial data and forecasting revenue and expenditure. Ensure budgets align with departmental strategic objectives and priorities. Monitor and report on budget performance, identifying areas for improvement and recommending corrective actions. Ensure compliance with budgetary regulations and policies. Conduct financial analysis and provide insights to inform budget decisions. Analyse financial data to identify trends, risks, and opportunities for cost savings. Prepare reports on budget performance, including variance analysis and recommendations. Ensure compliance with relevant laws, regulations, and policies. Liaise with departmental officials, treasury representatives, and other stakeholders to ensure effective budget management. Provide technical guidance and support to budget managers.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/149</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT MANAGEMENT REF NO: DARDLEA/2025/11/29</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Transport Management, Public Management/Administration or related field (NQF Level 6) or related as recognized by SAQA. Minimum 3 years relevant experience at supervisory level and valid driver's license. Skills And Competencies: Knowledge of a variety of work ranges and procedures such as: Transport Management, Transport Circulars, Public Finance Management Act, Public Service Act 1994, Public Service Regulations 2001 as amended. Skills And Knowledge: Communication skills; Negotiating skills; Facilitation skills; Report writing, Co-operation skills; Liaison skills. Knowledge of Microsoft word, PowerPoint and excel Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Manage the procurement of new vehicles for government own and subsidized vehicles; Manage registration and licensing of state vehicles; Manage the repairs and maintenance of departmental fleet and disposal of worn out and obsolete vehicles; Manage processing of fuel payment claims for all schemes (MMS, SMS, A & B); Manage the provision and development of transport manuals and policies. Liaise with districts regarding transport issues. Provide on-the-job training for sub-ordinates. Manage personnel in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/150</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DARDLEA/2025/11/30</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Matric Certificate and an appropriate NQF 6 Degree / Diploma in Internal Audit / Risk management, Accounting and Cost Management as recognized by the South African Qualifications Authority (SAQA). (3) years Internal audit experience as an internal auditor of which (1) year should be supervisory experience in Auditing field. Registration with IIA (Institute for Internal Auditors)

(Internal Audit Technician (IAT), the Professional Internal Auditor (PIA) or the Certified Internal Auditor (CIA) will be an added advantage. A valid driver's license. Successful candidate will be required to complete a security clearance. Skills And Competencies: Knowledge of legislative frameworks governing the Public Service, Public Finance Management Act (PFMA) and Treasury regulations, Ability to apply concepts in audit assignments; King (IV) Report on Corporate Governance, Internal Audit frameworks and methodologies, Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA). Effective problem-solving skill due to professional care, High standard of honesty, confidentiality, objectivity, diligence and loyalty. Planning and organizing, Communication skills (verbal and written); Financial Management; Computer literacy; Programme and project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus, Research skills and Leadership.

DUTIES : Supervise and execute Internal audit assurance and advisory engagements to support implementation of the approved internal audit plans. Providing assurance on governance, risk management and control processes in accordance with the GIAS. Identify key risk areas as set out in the strategic plan and risk management strategy. Participate in the development in the three-year strategic risk based audit plan and annual audit operational plan. Draft management report relating to weaknesses in controls, risk management and governance and provide recommendations for improvements. Assess management action plans and monitor implementation thereof. Supervise, Coach and Manage performance development of Internal Auditors reporting under the role.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/151 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DARDLEA/2025/11/31**

SALARY : R468 459 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : An appropriate three (3) years National Diploma/Bachelor's Degree (NQF 6) or equivalent qualification in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations. A minimum of three years' relevant experience in Labour Relations. At least one-year relevant supervisory experience. A valid driver's license. Skills And Competencies: Knowledge of the relevant Public Service Regulatory Framework (Labour Relations Act, Public Service Act, Public Service Regulations and Public Finance Management Act and Treasury Regulations). Knowledge and understanding of Labour Relations policies and procedures. Understanding of all relevant Human Resources Legislations and policies. Problem solving skills. Planning, organizing and time management. Excellent verbal and written communications skills including negotiation and diplomacy. Policy analysis and development. Research analysis. Facilitation and presentation. Stakeholder and client liaison. Project administration. Innovation and creativity. Ability to work in a team and independently. Ability to operate Microsoft Office programmes effectively. Ability to work under pressure and people management.

DUTIES : Provide advice to line managers regarding grievances, disputes and misconduct cases. Represent the employer at conciliation and arbitration. Conduct training (formal and informal). Facilitate conflict resolution and represent the employer in dispute resolution hearings, conciliation and arbitration. Implement, review and maintain Labour Relations policies and procedures. Facilitate the administration of disciplinary cases including preparation of charge sheets and the provision of support to the relevant role-players, including presiding officers and departmental representatives. Give support and render advice regarding policies, requirements and prescripts to all stakeholders. Compile statistics and reports on Labour Relations matters. Monitor whether Labour Relations matters are attended to by appointed officials within stipulated time frames. Participate in Labour Relations fora and related statutory bodies. Provide logistical and administrative support to State Attorney.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/152 : **ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: DARDLEA/2025/11/32**

SALARY : R468 459 per annum
CENTRE : Gert Sibande
REQUIREMENTS : Applicants must be in a possession of an NQF 6 Degree/National Diploma in Human Resource Management / Public Administration/ Public Management / Labour Relations. At least 3 years' experience in service Conditions. Skills And Competencies: Knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.

DUTIES : Provide for Service conditions and Employee Benefits. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, and payment of allowances etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the district. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Supervision of staff.

ENQUIRIES : Mr. R.S Mhlongo Tel No: (017) 819 2076

POST 40/153 : **ASSISTANT DIRECTOR: RECRUITMENT AND HR PLANNING REF NO: DARDLEA/2025/11/33**

SALARY : R468 459 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : Applicants must be in possession of Degree/National Diploma in Human Resource Management/ Public Management/ Public Administration. A minimum of three (3) years' experience working in Human Resource Management environment. Skills And Competencies: Knowledge and experience of the recruitment and selection process. Knowledge of Human Resource Management. Labour and Employment legislations. Promotion of Access to information Act (PAIA). Promotion of Administration Justice Act (PAJA). Computer literacy (Microsoft Office package). Computer skills (verbal and written). Negotiation skills. Conflict Resolutions skills. Planning and organizing skills and presentation skills. Personal and salary administration system (PERSAL) Personnel certificate. A valid driver's license.

DUTIES : Provide advisory services pertaining to recruitment and selection processes. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with employment equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the job applications received. Conduct screening of job applications. Arrange short listings and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during te shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Handle resettlement and relocation of staff. Coordinate and facilitate Human Resource Planning related matters in the district. Maintain and update staff establishment on PERSAL system in the district. Conduct exit interviews

		and compile monthly, quarterly and annual reports. Supervise staff in the Recruitment and Planning in the District.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/154</u>	:	<u>ASSISTANT DIRECTOR: RECUITMENT AND HR PLANNING REF NO: DARDLEA/2025/11/34</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Ehlanzeni South District
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an NQF 6 Degree/National Diploma in Human Resource Management/ Public Management/ Public Administration. A minimum of three (3) years' experience working in Human Resource Management environment. Skills And Competencies: Knowledge and experience of the recruitment and selection process. Knowledge of Human Resource Management. Labour and Employment legislations. Promotion of Access to information Act (PAIA). Promotion of Administration Justice Act (PAJA). Computer literacy (Microsoft Office package). Computer skills (verbal and written). Negotiation skills. Conflict Resolutions skills. Planning and organizing skills and presentation skills. Personal and salary administration system (PERSAL) Personnel certificate. A valid driver's license.
<u>DUTIES</u>	:	Provide advisory services pertaining to recruitment and selection processes. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with employment equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the job applications received. Conduct screening of job applications. Arrange short listings and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during te shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Handle resettlement and relocation of staff. Coordinate and facilitate Human Resource Planning related matters in the district. Maintain and update staff establishment on PERSAL system in the district. Conduct exit interviews and compile monthly, quarterly and annual reports. Supervise staff in the Recruitment and Planning in the District.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000
<u>POST 40/155</u>	:	<u>ASSISTANT DIRECTOR: COORDINATION, MONITORING AND EVALUATION REF NO: DARDLEA/2025/11/35</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 6) in Social Sciences, Community Development, Communication, Public Management or a related field required. A minimum of three years of relevant experience required, especially in the areas of monitoring and evaluation, community development, communications and administration, is necessary. Skills And Competencies: Excellent leadership, written, verbal, listening, and interpersonal skills are crucial for coordination functions, and interacting/ liaising with various stakeholders at all levels. Acts as a vital link between the clients, and stakeholders. This includes communicating important information to programmes and other key stakeholders. Strong organizational skills and proficiency with relevant software are essential, substantiated by the need for data management, report preparation, producing minutes, and assisting in the coordination electronic and physical meetings as well as the management filing systems. Strategic planning skills essential for planning, implementation and reporting the Unit's performance as well as assist in managing the department's budget and financial matters. Reporting & Analysis: Monitors activities, resolved issues, report updates to the Legislature & Office of the Premier, and handle data collection and analysis.
<u>DUTIES</u>	:	Assist in the coordination of departmental reports for submission to oversight bodies. Ensure compliance with regulations, internal policies and adherence to the deadlines set for reports and minutes. Assist in the provision of Secretarial services to departmental management structural meetings

		provided Maintain scheduling of management meetings and represent the unit when needed during the meeting proceedings Revise and implement and monitor the plan for the Unit Produce reports on projects site visits and attended outreach programmes for submission to the deputy director and other executives Assist in the coordination of TLPs, oversight visits, and provincial/ national outreaches Monitor attainment of the Unit's objectives Assist in budgeting and monitoring expenses Fulfil duties and daily operations of the office as assigned by the deputy director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/156</u>	:	<u>ASSISTANT DIRECTOR: BUDGET AND REVENUE REF NO: DARDLEA/2025/11/36</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Ehlanzeni North District An appropriate relevant qualification at NQF level 6 degree in Finance or equivalent qualification in Accounting as recognized by SAQA. At least three (3) years relevant and practical experience in budget & revenue. Skills And Competencies: Knowledge of accounting and economics, experience in financial analysis, evaluation and interpretation of reports. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts. Knowledge of government transversal systems. Knowledge of Microsoft Word, PowerPoint and Excel. Good communication skills both (verbal and written). Good presentation skills and ability to communicate at all levels. Ability to work under pressure and problem-solving analysis. A valid driver's license.
<u>DUTIES</u>	:	Managing and monitoring budget and revenue, ensuring compliance with regulations, and analyzing financial performance. Coordinating the budget process, analyzing budget utilization, monitoring revenue collection and preparing financial reports. Manage personnel.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/157</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE AND SALARIES REF NO: DARDLEA/2025/11/37</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Ehlanzeni South District Applicants must be in possession of a recognized NQF 6 Degree/ National Diploma in Finance and related fields. Postgraduate certificate and/or Degree in finance related field will be an added advantage. Valid driver's license. Minimum of 3 Years relevant experience in Financial Accounting or related field knowledge of Financial Management Prescripts. Skills And Competencies: Sound communication (written and verbal) skills and competencies. Knowledge of procurement processes. Ability to establish and manage financial systems and controls. Knowledge of Budgeting. Knowledge to interpret and implement policies. Sound knowledge of Public Finance management Act (PFMA), Public Service Act, Labour Relations Act, Public Service Regulations. Ability to work under pressure and a valid driver's license.
<u>DUTIES</u>	:	Manage the processing of payment vouchers from SCM. Approve payment advice as per the delegation. Coordinate the collection of pay roll from Head office and compile the monthly reports as required by prescripts. Manage and ensure that invoices are processed and payment for goods and services on Logis within 30 days. Handling of all relevant payment enquiries. Compile payment schedules and make follow-ups to Head office. Facilitate creditor's reconciliation and compile creditors reconciliation reports on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filing and retrieval of voucher for audit. Compile quarterly accrual reports. Respond to queries from internal and external clients. Print BAS reports and distribute to the relevant managers.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000
<u>POST 40/158</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN REF NO: DARDLEA/2025/11/38</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum Ehlanzeni North District

<u>REQUIREMENTS</u>	:	An appropriate relevant qualification at NQF level 6 as recognized by SAQA in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Public Management or equivalent. A minimum of three (3) year of experience in the management accounting environment, asset management or related financial. supervisory experience. Skills And Competencies: Knowledge of SCM, procurement and business practices. Ability to control and manage the acquisition of services and assets of the Department. Ability to develop, interpret and apply policies, strategies and legislation. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results Advance skills in financial management and project management. Knowledge and understanding of Public Finance Management Act, Labour Relations Act, Public Service Act, Public Service Regulations, Treasury Regulations, Framework for Supply Chain Management, Code of Conduct for SCM Practitioners, Preferential Procurement Policy Framework Act and other Public service financial legislative frameworks. Analytical and numerical skills; good report writing skills, interpersonal and problem-solving skills. Computer skills in Microsoft Office. A valid driver's license.
<u>DUTIES</u>	:	To provide effective and efficient finance and procurement service. Ensure compliance to Finance and Supply Chain Policies. Manage the implementation of Central Supplier Database. Management of District Fleet. Managing District Asset Register and safeguarding departmental assets. Coordinate and manage physical movable and immovable asset verification process to test existence of assets and completeness of the fixed asset register. Serve on Bid Evaluation Committees. Managing Supply Chain functions in line with District compliance on all Financial Transaction as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBEE, departmental policies, procedures and related circulars. Compile and submit all required all required administrative reports, serve on transverse task team as required. Ensure compliance with Framework for SCM. Provide on-the-job training for subordinates. Manage sub-ordinates in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/159</u>	:	<u>ASSISTANT DIRECTOR: ASSET AND FACILITY REF NO: DARDLEA/2025/11/39</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Nkangala District (Kwamhlanga)
	:	An appropriate NQF 6 Bachelors' Degree in Financial Management or relevant qualification at NQF level 7 as recognized by SAQA Minimum of three (3) years related financial or Asset Management supervisory experience; Knowledge of Supply Chain Management Framework, Supply Chain Management acquisition practices, National Treasury Regulations and Policy Development. Skills And Competencies: Computer literacy; People Management skills; Project Management skills; Report writing skills; Planning and Organizing; Innovation/Creativity; Presentation and facilitation; Analytical skills; Problem solving and Decision-making skills; Ability to work under pressure. Ability to communicate effectively in both written and verbal form. Proficiency in a wide range of computer software, particularly MS Office Suite, Power Point, Excel and MS Word). Financial analysis, risk assessment, asset register management, and proficiency in asset management software and MS Office. Organizational skills for managing assets, staff, and stakeholders effectively.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices by informing, guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, maintain discipline among supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to

		ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/160</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS (AUXILIARY) REF NO: DARDLEA/2025/11/40</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Gert Sibande District
	:	A National Senior Certificate and a National Diploma/Bachelor's Degree in Human Resource Management/ Public Administration/ Public Management or equivalent qualification as recognized by South African Qualification Authority (SAQA). Minimum 3 years' relevant experience. A valid driver's license. Introduction to PERSAL Management Certificate. Knowledge and experience in pension administration and leave management will be an added advantage. Skills And Competencies: Extensive knowledge and understanding of Human Resource Management in the Public Service, employment legislation, and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Promotion of Administrative Justice Act). Proficiency in PERSAL system. Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to work in a team and independently. Report writing and presentation skills. Stakeholder and client liaison, innovative and creative ability. Ability to work in a team, independently and in a multidisciplinary team. Ability to work under pressure.
<u>DUTIES</u>	:	Provide Service Conditions and Employee Benefits in the District. Administer Service terminations on PERSAL timeously. Quality assure documents received for termination of service and housing and capture on PERSAL. Complete and ensure correct submission of pension forms and all related documents. Capture pension cases on GPAA system. Facilitate leave administration processes and ensure correct codes are used on PERSAL and E-leave Management System. Manage resources in the section. Provide monthly/quarterly/annual reports.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/161</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS (AUXILIARY) REF NO: DARDLEA/2025/11/41</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Ehlanzeni North District
	:	A National Senior Certificate and a National Diploma/Bachelor's Degree in Human Resource Management/ Public Administration/ Public Management or equivalent qualification as recognized by South African Qualification Authority (SAQA). Minimum 3 years' relevant experience. A valid driver's license. Introduction to PERSAL Management Certificate. Knowledge and experience in pension administration and leave management will be an added advantage. Skills And Competencies: Extensive knowledge and understanding of Human Resource Management in the Public Service, employment legislation, and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Promotion of Administrative Justice Act). Proficiency in PERSAL system. Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to work in a team and independently. Report writing and presentation skills. Stakeholder and client liaison, innovative and creative ability. Ability to work in a team, independently and in a multidisciplinary team. Ability to work under pressure.
<u>DUTIES</u>	:	Provide Service Conditions and Employee Benefits in the District. Administer Service terminations on PERSAL timeously. Quality assure documents received for termination of service and housing and capture on PERSAL. Complete and ensure correct submission of pension forms and all related documents. Capture pension cases on GPAA system. Facilitate leave administration processes and ensure correct codes are used on PERSAL and

		E-leave Management System. Manage resources in the section. Provide monthly/quarterly/annual reports.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/162</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS) REF NO: DARDLEA/2025/11/42</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of three (3) years' relevant experience. Skills And Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for Service conditions and Employee Benefits. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Manage resources in the Division. Provide monthly/quarterly/annual reports
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/163</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS) REF NO: DARDLEA/2025/11/43</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of three (3) years' relevant experience. Skills And Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for Service conditions and Employee Benefits in the District. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications

		comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Manage resources in the Division. Provide monthly/quarterly/annual reports.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/164</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS REF NO: DARDLEA/2025/11/44</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Ehlanzeni South District
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of three (3) years' relevant experience. Skills And Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for Service conditions and Employee Benefits in the District. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Manage resources in the Division. Provide monthly/quarterly/annual reports.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000
<u>POST 40/165</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT REF NO: DARDLEA/2025/11/45</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An Appropriate Degree/National diploma in HRM/ Public Management/Administration At least 3 years' experience in Recruitment or HR Administration. Skills And Competencies: Knowledge and experience of the recruitment and selection process Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for the recruitment and selection process in the Department. Coordinate and facilitate the advertisement of vacant positions. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Supervise the

		performance of staff under the recruitment services. Compile monthly, quarterly and annual reports. handle human resource administration enquiries to ensure the correct implementation of human resource management practices.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/166</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT REF NO: DARDLEA/2025/11/46 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	An Appropriate Degree/National diploma in HRM/ Public Management/Administration At least 3 years' experience in Recruitment and HR Planning. Skills And Competencies: Knowledge and experience of the recruitment and selection process Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Maintain the establishment on PERSAL in the District. Provide for the recruitment and selection process in the Department. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with Employment Equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Conduct exit interviews and reports. Supervise staff under recruitment and selection. Compile monthly, quarterly and annual reports. Supervision of staff. Address human resource administration enquiries to ensure the correct implementation of human resource management practices.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/167</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: DARDLEA/2025/11/47</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	An Appropriate Degree/National Diploma in HRM/ Public Management/Administration and 3 years' experience in HR environment. A valid driver's license. Skills and Competencies: Extensive knowledge of PERSAL. Sound and proven knowledge of PMDS procedures and processes. A Good understanding and Functional knowledge of the Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act etc. Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, Outlook & Word. A valid driver's license.
<u>DUTIES</u>	:	Implement and maintain PMDS practices. Render administrative functions including being responsible for the overall coordination of PMDS in the District. Maintain PMDS database. Receive and record all performance contracts, mid-term and annual assessment reviews. Facilitate the moderation process. Responsible for the implementation of Pay Progressions. Provide administrative and advisory support services on PMDS related matters. Responsible for PMDS records keeping Compile monthly, quarterly and annual reports. Supervision of staff Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise District staff on PMDS matters to ensure the correct implementation of PMDS

		practices/policies. Assist with preparation of reports on PMDS related issues and statistics. Manage resources in the Division.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/168</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: TRANSVERSAL SERVICES REF NO: DARDLEA/2025/11/48</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	A National Senior Certificate and a National Diploma/Bachelor's Degree in Industrial and Organisational Psychology/ Human Resource Management/ Public Management/ Management Assistant or equivalent qualification as recognized by South African Qualifications Authority (SAQA). Minimum 3 years' experience in Transversal environment. A valid driver's licence. Skills And Competencies: Extensive knowledge and understanding of Human Resource Management in the Public Service, employment legislation, and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Personal Protective Equipment Act, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, SHEQ). Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to work in a team and independently. Report writing and presentation skills. Stakeholder and client liaison, innovative, analytical and creative ability. Ability to work in a team, independently and in a multidisciplinary team. Ability to work under pressure.
<u>DUTIES</u>	:	Provide transversal service and support to employees in the district. Facilitate Employee Health and Wellness, Special Programmes, Occupational Health and Safety, Gender Mainstreaming programmes and activities. Provide monthly reports.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/169</u>	:	<u>SENIOR ADMINISTRATION OFFICER-DEMAND REF NO: DARDLEA/2025/11/49 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognized National Diploma in Supply Chain Management/Logistics / Public Management or equivalent with minimum 03 years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's license. Skills and Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	Establish and ensure that a procurement needs analysis is conducted. Compile and consolidate the procurement and demand plan . Provide secretariat duties to the bid committees and ensure compliance to relevant legislation. Facilitate the sitting of bid committees. Compile Specification documents or terms of references. Conduct Market research. Compile quarterly reports on the implementation of the Procurement plan. Facilitate the advertisement of bids on the Provincial Bid Bulletin. Supervise employees to ensure an effective logistics management services and undertake all administrative functions required with regard to financial and HR administration. Ensure effective, efficient and economic utilization of resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

<u>POST 40/170</u>	:	<u>SENIOR ADMINISTRATION OFFICER- CONTRACT MANAGEMENT REF NO: DARDLEA/2025/11/50</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognized National Diploma in Supply Chain Management or other relevant qualification with a minimum 03 years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's license. Skills And Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	To develop and update contract register, evaluate contract performance, Serve as a secretariat of the Bid Adjudication Committee. Perform general contract administrative duties, evaluate performance of SCM officials, Report on equity/empowerment contracts, Safeguarding of contract related documentation and files. Ensure that all active contracts are captured on contract management systems. Ensure compliance with SCM policies and applicable prescripts. Contribute to contract dispute resolutions through the Contract Management Committee. Compile monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/171</u>	:	<u>INTERNAL AUDITOR REF NO: DARDLEA/2025/11/51</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Matric Certificate and an appropriate bachelor's degree / Diploma in Internal Auditing / Risk Management, Accounting and Cost Management as recognized by South African Qualifications Authority (SAQA). (1) year Internal audit experience as an Internal Auditor. Registration with IIA (Institute for Internal Auditors) will be an added advantage. Candidates must be in possession of Valid Driver's license. Skills And Competencies: Knowledge of Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA), Internal Audit framework and methodologies, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Interpersonal relations and Communication skills (verbal and written), Computer Literacy, ability to work in a team and under pressure. Client orientation and customer focus.
<u>DUTIES</u>	:	Evaluate the internal control systems, risk management and governance process of the Department. Gather relevant legislations, acts, policies; develop audit programme, execute the audits based on the audit programme; document all findings raised and provide supporting evidence; compiling working paper files and do filing and referencing Audit files. Conduct audits in compliance with Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA), Perform follow up audits to performance whether all agreed rectification plans have been implemented. Conduct ad hoc audits functions as requested.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/172</u>	:	<u>STATE ACCOUNTANT EXPENDITURE MANAGEMENT REF NO: DARDLEA/2025/11/52 (X4 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Matric certificate, and a National Diploma (NQF 6) Financial Accounting, Cost and Management Accounting, Internal Auditing or relevant qualification within the related field as recognised by SAQA. Minimum of 1 year relevant experience in Financial Accounting/ Finance. Skills And Competencies:

		knowledge of PFMA, National Treasury Regulations and other government related prescripts. Good communication skills both verbal and written. Computer literacy, knowledge of Microsoft word, PowerPoint and excel. Knowledge of Logis and BAS. Problem solving and analysis. client orientation and customer services. Accountability and ethical conduct. Valid drivers licence.
<u>DUTIES</u>	:	Receiving/ checking/ recording of payment of all authentic invoices and sundry payments, process payments and ensuring that they are paid within 30 days on Logis and BAS systems. Prepare payment list/ monthly reports creditors reconciliation/ print reports on BAS. Prevent and report unauthorized/ irregular/ wasteful/ fruitless expenditure.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/173</u>	:	<u>STATE ACCOUNTANT BUDGET MANAGEMENT REF NO: DARDLEA/2025/11/53</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum Head Office Mbombela Senior certificate/ Grade 12 plus Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. At least a minimum of 2 years experience in the same or related field. Skills And Competencies: Knowledge and understanding of legislative framework governing Public Service, PFMA, National Treasury MTEF guidelines and Treasury Regulations. Financial Management communication, Reporting procedures, Computer Literacy. Knowledge of BAS will be an added advantage.
<u>DUTIES</u>	:	Provide budget compliance support to management. Capturing of budget records, transfers and virements. Prepare budget reports.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/174</u>	:	<u>ADMINISTRATION OFFICER TRANSPORT REF NO: DARDLEA/2025/11/54</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum Head Office Mbombela The ideal candidate must be in possession of a senior certificate (minimum) and a valid driver's license At least a minimum of three (3) years of experience in Finance environment or Transport Management. Skills And Competencies: Good computer skills (MS Office, Excel and PowerPoint). Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circulars and Government Motor Transport Handbook and Subsidized Motor Transport Handbook. Good interpersonal communication skills, organizational skills and the ability to function under pressure and as part of a team. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Coordinate operations and administrative service of the Transport Section. Provide a support function to the supervisor regarding prevention and misuse of Government Motor Transport and fraud investigation, ensure that vehicles are maintained (roadworthy), clean, regularly serviced and inspected). Compiling and submitting monthly reports for GG-vehicles and verifying GG Vehicles, analyzing tracking reports to identify, confirm report possible fraud and misuse cases. Administer and monitor service contracts (e.g., vehicle maintenance), ensuring compliance and applying penalties for non-performance. Provide general administrative support, attend meetings, conduct site visits, and respond to internal and external queries. Supervision of staff, training of staff, management of leave and performance, and ensure compliance with HR policies and disciplinary procedures. Liaise with districts regarding transport issues.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/175</u>	:	<u>ADMINISTRATION OFFICER MOVABLE ASSETS REF NO: DARDLEA/2025/11/55 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office Mbombela
	:	The ideal candidate must be in possession of a senior certificate (minimum) and a valid driver's license. At least a minimum of three (3) years of experience in the asset management environment in particular movable assets. Skills And Competencies: Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Conduct movable asset verification process to test existence of assets and completeness of the fixed asset register. Request documents for monthly reconciliations against the trial balance and the asset register. Compile necessary journals and ensure that they are correctly posted on the accounting system. Update the FAR of the department with additions, asset movements, disposals, asset conditions, transfers and donations. Analyse every entry and update made on the FAR. Barcoding of all assets. Enforce implementation of movable asset policies and procedures by users. Liaise with security management to ensure that lost/stolen assets are listed on the loss register of the department. Identify and enlist all movable assets due for disposal. Ensure that inventory sheets are pasted and signed for by relevant custodians. Liaise with districts regarding movable asset issues.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/176</u>	:	<u>ADMINISTRATION OFFICER DEMAN MANAGEMENT REF NO: DARDLEA/2025/11/56 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum
	:	Head Office Mbombela
	:	National Senior Certificate, a recognised National Diploma in Supply Chain Management/Logistics/ Public Management or equivalent with a minimum 02 years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts. Knowledge of BAS, Logis and BPA systems. A valid driver's licence. minimum 2-year relevant work experience in Supply Chain Management Environment. Skills and Competencies: Computer literacy. Good interpersonal Skills and commitment and customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	Establish and ensure that a procurement needs analysis is conducted. Coordinate the compilation of the procurement and demand plan. Provide secretariat duties to the bid committees and ensure compliance to relevant legislation. Conduct Market Research, Facilitate the sitting of bid committees. Compilation of the Specification documents. Compile quarterly reports on the Procurement plan. Facilitate the advertisement of bids on the Provincial Bid Bulletin.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/177</u>	:	<u>ADMINISTRATION OFFICER ACQUISITION MANAGEMENT REF NO: DARDLEA/2025/11/57 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum
	:	Head Office Mbombela
	:	National Senior Certificate, a recognized National Diploma in Supply Chain Management/Logistics/ Public Management or equivalent with minimum 02

years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's license. Skills And Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.

DUTIES : Responsible for receiving specifications and sourcing quotations. Ensure the utilization of CSD in the bid/quotation processes. To provide technical assistance to service providers on Central Supplier Database. Serve as Bid secretariat and provide guidance to the committee members. Ensure compliance with SCM policies and applicable prescripts. compile monthly reports. Administer opening and closing of bids. Liaise with internal and external stakeholders. Ensure that integrity of all procurement functions are maintained.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/178 : **ADMINISTRATION OFFICER LOGISTICS REF NO: DARDLEA/2025/11/58 (X2 POSTS)**

SALARY : R325 105 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : National Senior Certificate, a recognized National Diploma in Supply Chain Management/ Logistics / Purchasing or equivalent qualification with minimum 02 years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's license. Skills and Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.

DUTIES : Receive and register purchase requests/requisitions for procurement of goods and services. Check for compliance on requisitions and advise end-users on correct compilation and packaging of purchase requests. Generate and issue purchase orders. Capture purchase order data on the Invoice Tracking System. Compile weekly commitment/accruals reports and monthly purchase order-invoice reconciliation reports. Ensure proper filling of purchase vouchers. Ensure effective and efficient application of procurement policies and processes.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/179 : **RISK OFFICER REF NO: DARDLEA/2025/11/59**

SALARY : R325 105 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Bachelor's Degree / National Diploma (NQF 6) in Risk or Integrity Management /Internal Audit/ Accounting/ Public Finance/Public Management. 1-3 years' relevant experience in Risk Management services. Integrity/ Ethics Management is an added advantage. Skills and Competencies: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, Financial Management Principles, Financial Accounting Principles, Public Service Act,

		Public Service Regulations, BAS system. Basic Conditions of Employment Act, 75 of 1997 and Provincial Treasury Directives. Possess skills on policy management, communication (verbal and written), presentation, resource management, conflict resolution, customer and quality management, Problem solving and decision making. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Promote risk management by undertaking initiatives aimed at creating and enhancing RM. Facilitate the implementation of risk management norms and standards in the department. Facilitate risk assessment exercises for different programs within the department. Monitor and report on various aspects of Risk Management. Assist the RMC, management and other officials by providing support on Risk Management. Facilitate the applications for Remunerative Work Outside the Public Service (RWOPS). Facilitate the processes of Financial Disclosures.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/180</u>	:	<u>PERSONNEL PRACTITIONER RECRUITMENT SERVICES REF NO: DARDLEA/2025/11/60</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum Head Office Mbombela Senior Certificate / Grade 12 plus an Appropriate NQF level 06 Degree/National diploma in HRM/ Public Management/Administration or related field as recognized by SAQA. A minimum of 2 years' experience in human resource administration. Experience within recruitment services environment will be an added advantage. Skills And Competencies: Extensive knowledge of PERSAL with at least two PERSAL certificates. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic condition of Employment Act and other Public Service Directives. Computer literacy particularly MS Excel, outlook, word and others. Good interpersonal skills. Good written and verbal communication skills. Problem solving and analytical skills. Decision making skills. Willingness to work extended hours. A valid drivers license.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices in relation to recruitment and selection processes, secretariat functions during interviews, vetting of candidates, appointments, transfers, probation confirmation. facilitate approval for the appointment of the selection committees. Ensure profiling of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Compile monthly, quarterly and annual reports. Address human resource administration enquiries to ensure the correct implementation of human resource management practices.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/181</u>	:	<u>PERSONNEL PRACTITIONER SERVICE CONDITIONS REF NO: DARDLEA/2025/11/61</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum Head Office Mbombela A National Senior Certificate plus an appropriate National Diploma in Human Resource Management / Public Administration / Public Management. A minimum of two (2) years' relevant experience. Skills And Competencies: Knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising

		skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for Service conditions and Employee Benefits. Administer Service Terminations. Capture service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefit from GEPF. Capture transactions such as but not limited to housing, payment of allowance etc. Administer leave matters. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts. Ensure proper administration of incapacity leave
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/182</u>	:	<u>PERSONNEL PRACTITIONER PMDS REF NO: DARDLEA/2025/11/62</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an Appropriate Degree/National diploma in HRM/ Public Management/Administration. A minimum of 2 years' experience in Performance Management and Development System (PMDS). Skills And Competencies: Knowledge of PERSAL. Sound and proven knowledge of PMDS procedures and processes. A Good understanding and Functional knowledge of the Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act etc. Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, Outlook & Word. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Implement and maintain PMDS practices. Render administrative functions including being responsible for the overall coordination of PMDS. Maintain PMDS database. Receive and record all performance contracts, mid-term and annual assessments. Facilitate the moderation process. Responsible for the implementation of Pay Progression. Provide administrative and advisory support services on PMDS related matters. Responsible for PMDS records keeping Compile monthly, quarterly and annual reports. Respond to PMDS related enquiries to ensure the correct implementation of the system Guide and advice Department's employees on PMDS matters to enhance the correct implementation of PMDS practices/policies. Assist with preparation of reports on PMDS related issues and statistics.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/183</u>	:	<u>PERSONNEL PRACTITIONER RECORDS AND AUXILIARY REF NO: DARDLEA/2025/11/63</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Ehlanzeni South District
<u>REQUIREMENTS</u>	:	Human Resource Management, Public Management Diploma or equivalent qualification. Minimum of 2-3 years' experience in administrative support services will be added as advantage. Skills And Competencies: Knowledge of Public Service legislation frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy. PERSAL System. Ability to work in a team and independently. Good personal and organisational skills. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Render an effective filing and records management service in the district. Provide registry counter services. Handle incoming and outgoing correspondences. Process documents for archiving and disposal. Reporting the maintenance of photocopying machines and switchboard system. Prepare request memos for ordering of stationery, protective clothing and cleaning materials within the section.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000

POST 40/184 : **PERSONNEL PRACTITIONER RECORDS AND OHS REF NO: DARDLEA/2025/11/64**

SALARY : R325 105 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : A National Senior Certificate and a National Diploma/Bachelor's Degree in Records Management/ Information Science/ Library Science or equivalent qualification as recognized by South African Qualifications Authority (SAQA). Minimum 2 years' relevant experience. A valid driver's license. Any certificate in records or information management will be an added advantage. Knowledge, understanding, and any certificate in Occupational Health and Safety will also be an added advantage. Skills and Competencies: Knowledge and understanding of Records and Information Management and data protection in the Public Service. Public Service Regulatory Frameworks and Records Management Framework (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Personal Protective Equipment Act, National Archives and Records Service Act, Records Other Than Correspondence, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act). Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to handle confidential information discreetly. Attention to detail.

DUTIES : Assist in creating, classifying, and records management services in the district. Ensure security and integrity of all records. Ensure records are accurately filed and easily retrieved. Ensure records management in the district complies with organizational and legal policies. Assist officials on proper handling and documentation procedures. Provide health and safe workplace environment and risk mitigation. Assist in Occupational Health and Safety issues and compliance in the district.

ENQUIRIES : Mr. R.S Mhlongo Tel No: (017) 819 2076

POST 40/185 : **STATE ACCOUNTANT (EXPENDITURE AND SALARY) REF NO: DARDLEA/2025/11/66**

SALARY : R325 105 per annum
CENTRE : Nkangala District
REQUIREMENTS : A National Diploma or Degree, in Accounting, Financial Management, or relevant field. At least 2 years of experience in the relevant financial field. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.

DUTIES : Responsible for the management of the payroll and expenditure processes, including processing salaries, authorizing financial transactions, and monitoring spending against the budget. Key responsibilities involve using systems like PERSAL and BAS, ensuring compliance with the PFMA and Treasury Regulations, and clearing suspense accounts before month-end closure. Receiving, checking, recording of payment vouchers and the verify authenticity of all documentation attached. Complete payment advice. Verifying of compliance in terms of attachments to all payment vouchers and processing of payment for goods and services on Logis within 30 days. Compile payment schedules. Facilitate creditor's reconciliations and compile creditors reconciliation reports on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filling and retrieval of payment vouchers for audit. Compile quarterly and annual accrual reports. Attend to queries from internal and external clients. Print BAS reports and distribute to the relevant managers.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 40/186 : **STATE ACCOUNTANT (EXPENDITURE AND SALARY) REF NO: DARDLEA/2025/11/67 (X2 POSTS)**

SALARY : R325 105 per annum
CENTRE : Ehlanzeni South
REQUIREMENTS : A National Diploma or Degree, in Accounting, Financial Management, or relevant field. At least 2 years of experience in the relevant financial field. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.

DUTIES : Responsible for the management of the payroll and expenditure processes, including processing salaries, authorizing financial transactions, and monitoring spending against the budget. Key responsibilities involve using systems like PERSAL and BAS, ensuring compliance with the PFMA and Treasury Regulations, and clearing suspense accounts before month-end closure. Receiving, checking, recording of payment vouchers and the verify authenticity of all documentation attached. Complete payment advice. Verifying of compliance in terms of attachments to all payment vouchers and processing of payment for goods and services on Logis within 30 days. Compile payment schedules. Facilitate creditor's reconciliations and compile creditors reconciliation reports on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filing and retrieval of payment vouchers for audit. Compile quarterly and annual accrual reports. Attend to queries from internal and external clients. Print BAS reports and distribute to the relevant managers.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000

POST 40/187 : **STATE ACCOUNTANT (EXPENDITURE AND SALARY) REF NO: DARDLEA/2025/11/68 (X2 POSTS)**

SALARY : R325 105 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : A National Diploma or Degree, in Accounting, Financial Management, or relevant field. At least 2 years of experience in the relevant financial field. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision-making.

DUTIES : Responsible for the management of the payroll and expenditure processes, including processing salaries, authorizing financial transactions, and monitoring spending against the budget. Key responsibilities involve using systems like PERSAL and BAS, ensuring compliance with the PFMA and Treasury Regulations, and clearing suspense accounts before month-end closure. Receiving, checking, recording of payment vouchers and the verify authenticity of all documentation attached. Complete payment advice. Verifying of compliance in terms of attachments to all payment vouchers and processing of payment for goods and services on Logis within 30 days. Compile payment schedules. Facilitate creditor's reconciliations and compile creditors reconciliation reports on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filing and retrieval of payment vouchers for audit. Compile quarterly and annual accrual reports. Attend to

		queries from internal and external clients. Print BAS reports and distribute to the relevant managers.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/188</u>	:	<u>ADMINISTRATION OFFICER- SUPPLY CHAIN MANAGEMENT REF NO: DARDLEA/2025/11/69 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Ehlanzeni South District
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a recognized National Diploma/ Bachelor's degree and /or postgraduate in Finance or related field. A valid driver's licence. Minimum of 3 Years relevant experience in a Financial Accounting or related field knowledge of Financial Management. Skills And Competencies: Sound communication (written and verbal) skills and competencies. Knowledge of procurement processes. Knowledge of transversal systems (LOGIS, BAS and have at one year working on LOGIS and BAS to interpret and implement policies. Sound knowledge of Public Finance Management Act (PFMA), and financial prescripts. Ability to work under pressure.
<u>DUTIES</u>	:	Manage the procurement of goods and services. Processing requisitions and purchase orders, managing suppliers, supplier database, and supporting procurement activities like sourcing quotes and managing bids, logistics, such as receiving, verifying, and preparation of tender /bid documents, and ensure SCM compliance and accurate reporting, receiving invoices BPA and LOGIS system. Ensure all SCM activities comply with relevant legislation and policies Compile and submit reports on purchase requisitions, purchase orders, and other SCM data. Follow up on outstanding invoices and ensure timely payment. Respond to queries from internal and external clients.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000
<u>POST 40/189</u>	:	<u>ADMINISTRATION OFFICER- SUPPLY CHAIN MANAGEMENT REF NO: DARDLEA/2025/11/70</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, such as a National Diploma or Degree, in Accounting, Financial Management, or a equivalent field. NQF Level: This qualification must be at a National Qualifications Framework (NQF) level 6 or higher. At least 2 years of experience in a relevant financial role is generally required. Skills And Competencies: A combination of hard and soft skills, including strong communication, numerical, and computer literacy, along with planning, problem-solving, and organizational abilities. Essential competencies also involve a high level of attention to detail, adaptability, and the ability to manage and process administrative tasks related to procurement, logistics, and record-keeping.
<u>DUTIES</u>	:	Order processing: Receive, manage, and process purchase requisitions, create purchase orders, and track their status. Supplier management. Supplier management: Communicate with suppliers to place orders, expedite deliveries, and resolve issues with overdue or non-compliant goods. Documentation and record-keeping: Maintain accurate and organized records of all supply chain activities, including purchase orders, contracts, and supplier information. Tender and bid support: Assist in the preparation of tender documents, manage bid opening and evaluation processes, and ensure compliance with procurement policies.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/190</u>	:	<u>ADMINISTRATION OFFICER- SUPPLY CHAIN MANAGEMENT REF NO: DARDLEA/2025/11/71 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Ehlanzeni North District
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, such as a National Diploma or Degree, in Accounting, Financial Management, or a equivalent field. NQF Level: This qualification must be at a National Qualifications Framework (NQF) level 6 or higher. At least 2 years of experience in a relevant financial role is generally required. Skills And Competencies: A combination of hard and soft skills, including strong communication, numerical, and computer literacy, along with planning, problem-solving, and organizational abilities. Essential competencies

		also involve a high level of attention to detail, adaptability, and the ability to manage and process administrative tasks related to procurement, logistics, and record-keeping.
<u>DUTIES</u>	:	Order processing: Receive, manage, and process purchase requisitions, create purchase orders, and track their status. Supplier management. Supplier management: Communicate with suppliers to place orders, expedite deliveries, and resolve issues with overdue or non-compliant goods. Documentation and record-keeping: Maintain accurate and organized records of all supply chain activities, including purchase orders, contracts, and supplier information. Tender and bid support: Assist in the preparation of tender documents, manage bid opening and evaluation processes, and ensure compliance with procurement policies.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/191</u>	:	<u>ADMINISTRATION OFFICER: INVENTORY REF NO: DARDLEA/2025/11/72</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, such as a National Diploma or Degree, in Accounting, Financial Management, or a equivalent field. NQF Level: This qualification must be at a National Qualifications Framework (NQF) level 6 or higher. At least 2 years of experience in a relevant financial role is generally required. Skills And Competencies: Good communications and interpersonal skills, Computer Literacy (Excel, Power Point and MS Word). Ability to work under pressure, sense of responsibility and loyalty.
<u>DUTIES</u>	:	Conducting monthly inventory stock count, in all the Nkangala District veterinary clinics. Updating Bid cards where the inventory is stored. Ensuring that the storage where inventory items are stored is in line with FIFO (First in first out). Compiling of stock count reports as a result of stock count. Updating of inventory register by issuing of the used or expired medicines. Noting inventory supplies that are due for disposal and be disposed. Administering theft and losses of inventory items. Provide support for the implementation and maintenance of inventory management systems and processes.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/192</u>	:	<u>STATE ACCOUNTANT (BUDGET AND REVENUE) REF NO: DARDLEA/2025/11/74</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	Matric/Grade12 plus a recognized 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting or relevant qualification, driver's license. 2-3 years relevant work experience in financial management environment. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.
<u>DUTIES</u>	:	Manage revenue collections. Reconciliation of revenue collected. Conduct revenue inspections and training on cashiers. Administer the district budget and advise management on budget controls. Managing financial records, preparing financial statements and reports, ensuring compliance with regulations like (PMFA), budget preparation and monitoring expenditure to prevent waste. Generate management reports on expenditure. Record reports on fruitless, wasteful and irregular expenditures. Manage revenue collection, reconciling revenue. Ensure all revenue management activities comply with relevant legislation. Perform cashier functions. Collecting receipts and deposit from cashiers. Daily deposits and capturing of receipts.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076

POST 40/193 : **STATE ACCOUNTANT (BUDGET AND REVENUE) REF NO: DARDLEA/2025/11/75 (X2 POSTS)**

SALARY : R325 105 per annum
CENTRE : Ehlanzeni North
REQUIREMENTS : Matric/Grade12 plus a recognized 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting or relevant qualification, driver's license. 2-3 years relevant work experience in financial management environment. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.

DUTIES : Manage revenue collections. Reconciliation of revenue collected. Conduct revenue inspections and training on cashiers. Administer the district budget and advise management on budget controls. Managing financial records, preparing financial statements and reports, ensuring compliance with regulations like (PMFA), budget preparation and monitoring expenditure to prevent waste. Generate management reports on expenditure. Record reports on fruitless, wasteful and irregular expenditures. Manage revenue collection, reconciling revenue. Ensure all revenue management activities comply with relevant legislation. Perform cashier functions. Collecting receipts and deposit from cashiers. Daily deposits and capturing of receipts.

ENQUIRIES : Ms. OS Ndhlovu at 076 461 4054

POST 40/194 : **STATE ACCOUNTANT (BUDGET AND REVENUE) REF NO: DARDLEA/2025/11/76**

SALARY : R325 105 per annum
CENTRE : Ehlanzeni South District
REQUIREMENTS : Matric/Grade12 plus a recognized 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting or relevant qualification, driver's license. 2-3 years relevant work experience in financial management environment. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.

DUTIES : Manage revenue collections. Reconciliation of revenue collected. Conduct revenue inspections and training on cashiers. Administer the district budget and advise management on budget controls. Managing financial records, preparing financial statements and reports, ensuring compliance with regulations like (PMFA), budget preparation and monitoring expenditure to prevent waste. Generate management reports on expenditure. Record reports on fruitless, wasteful and irregular expenditures. Manage revenue collection, reconciling revenue. Ensure all revenue management activities comply with relevant legislation. Perform cashier functions. Collecting receipts and deposit from cashiers. Daily deposits and capturing of receipts.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000

POST 40/195 : **ADMINISTRATION OFFICER TRANSPORT REF NO: DARDLEA/2025/11/77**

SALARY : R325 105 per annum
CENTRE : Ehlanzeni North District

<u>REQUIREMENTS</u>	:	A National Diploma in Transport / Logistics Management or related field (NQF Level 6). Valid drivers' license (code 8 or higher) Minimum 1-2 years of experience in transport administration or logistics. Skills and Competencies: Sound knowledge of Transport Circulars and Government Motor Transport Handbook and Subsidized Motor Transport Handbook. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both verbal and written. Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. A valid driver's license.
<u>DUTIES</u>	:	Vehicle management: Maintain accurate records of departmental vehicles, including logbooks, maintenance schedules, and fuel consumption. Ensure vehicles are properly serviced, maintained and repaired. Transport Coordination: Coordinate transport for officials, guests, and employees. Arrange vehicle allocations, scheduling and routing. Driver Management: Supervise and monitor drivers' performance, ensuring compliance with departmental policies and procedures. Maintain records of drivers' licenses, training and performance evaluations. Fuel Management: monitor and control fuel consumption, ensuring accurate recording and reporting. Identify areas for fuel cost savings and implement recommendations. Administrative tasks: Provide administrative support to the transport section, including data capturing, filing and record-keeping. Respond to queries and provide information on transport-related matters.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/196</u>	:	<u>ADMINISTRATION OFFICER TRANSPORT REF NO: DARDLEA/2025/11/78</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A National Diploma in Transport / Logistics Management or related field (NQF Level 6). Valid drivers' license (code 8 or higher) Minimum 1-2 years of experience in transport administration or logistics. Skills and Competencies: Sound knowledge of Transport Circulars and Government Motor Transport Handbook and Subsidized Motor Transport Handbook. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. A valid driver's license.
<u>DUTIES</u>	:	Vehicle management: Maintain accurate records of departmental vehicles, including logbooks, maintenance schedules, and fuel consumption. Ensure vehicles are properly serviced, maintained and repaired. Transport Coordination: Coordinate transport for officials, guests, and employees. Arrange vehicle allocations, scheduling and routing. Driver Management: Supervise and monitor drivers' performance, ensuring compliance with departmental policies and procedures. Maintain records of drivers' licenses, training and performance evaluations. Fuel Management: monitor and control fuel consumption, ensuring accurate recording and reporting. Identify areas for fuel cost savings and implement recommendations. Administrative tasks: Provide administrative support to the transport section, including data capturing, filing and record-keeping. Respond to queries and provide information on transport-related matters.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/197</u>	:	<u>ADMINISTRATION OFFICER DEMAND AND ACQUISITION REF NO: DARDLEA/2025/11/79 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	Grade 12 certificate, National diploma NQF6 in Business management, business administration, financial/management accounting, supply chain management and any financial related 3 years diploma, driver's license. 2 to 3 years relevant work experience in financial management environment. Skills

		And Competencies: Excellent verbal and written communication to interact with colleagues, suppliers, and clients. Strong organizational and planning abilities to manage multiple tasks and deadlines. Attention to detail: Meticulous focus on accuracy to avoid errors in orders, documentation, and data entry. Ability to identify and resolve issues that arise within the supply chain, such as discrepancies or delays. Ability to work collaboratively with other team members to achieve common goals. Flexibility to handle changing needs and demands in a fast-paced environment. Computer proficiency: Ability to use Microsoft Office (especially Excel), supply chain management (SCM) software, and data entry systems. Efficiently managing time to meet strict deadlines and a high workload.
<u>DUTIES</u>	:	Processing requisitions and purchase orders, managing suppliers, supplier database, and supporting procurement activities like sourcing quotes and managing bids, logistics, such as receiving, verifying, and preparation of tender /bid documents, and ensure SCM compliance and accurate reporting, receiving invoices BPA and LOGIS system. Ensure all SCM activities comply with relevant legislation and policies Compile and submit reports on purchase requisitions, purchase orders, and other SCM data. Follow up on outstanding invoices and ensure timely payment. Respond to queries from internal and external clients.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/198</u>	:	<u>COMMUNICATIONS OFFICER (GRAPHIC DESIGNER) REF NO: DARDLEA/2025/11/80</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Senior Certificate and National Diploma in Graphic Design or equivalent qualification. Graphic Design experience. A portfolio of previous publications will be an added advantage. Knowledge of design software's, such as Adobe Creative Suite: Photoshop, Adobe Creative Suite: Illustrator, Adobe Creative Suite: InDesign, Corel Draw, and Microsoft Office. Skills And Competencies: Knowledge of prescripts applicable in Public Service. Strong written and verbal communication, and media relations expertise. Computer literacy, ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for production of departmental publications, including booklets, presentations and promotional material. Maintain departmental corporate image and identity on all documents. Multimedia design and production. Provide high quality videos for broadcasting in digital platforms. Provide audio-visual services to departmental events. Archiving pictures, footage and videos on audio-visual library.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/199</u>	:	<u>REGISTRY CLERK REF NO: DARDLEA/2025/11/81 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate plus NQF level 06 or equivalent qualification in records management or related field. A valid drivers license will be an added advantage. Skills And Competencies: Good verbal and written communication skills, knowledge of the National Archives and Records Services Act and MISS. Ability to work independently and under pressure. Knowledge of the records management policy, procedures and manuals. Knowledge of legislative framework governing records management such as Promotion of Access to Information Act etc, will serve as advantage.
<u>DUTIES</u>	:	Responsible for safekeeping of current, closed and terminated departmental records. Filing and retrieval of records as per the National Archives Act and other prescripts. Ensure compliance with all relevant acts. Develop and manage all registers utilized by registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to internal and external clients. Implement records management policy and procedures. Ensure the use of the file plan, indexing and referencing of documents by all personnel before filing. Provide recommendations for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Render effective filing and record management service. Assist in compiling report regarding records management.

<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/200</u>	:	<u>SECRETARY REF NO: DARDLEA/2025/11/82</u> Directorate: HRM& D
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support services will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/201</u>	:	<u>SECRETARY REF NO: DARDLEA/2025/11/83</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support services will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/202</u>	:	<u>SECRETARY REF NO: DARDLEA/2025/11/84</u> Directorate: Labour Relations
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support services will be an added advantage. Skills And Competencies: Knowledge of Public Service legislative frameworks,

		policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/203</u>	:	<u>SECRETARY REF NO: DARDLEA/2025/11/85</u> Directorate: Communications
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office Mbombela
	:	Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support services will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/204</u>	:	<u>MESSENGER DRIVER REF NO: DARDLEA/2025/11/87</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum Ehlanzeni South District
	:	Grade 10 /ABET with a minimum of 2 years driving experience. A valid drivers license and a valid PDP. Knowledge of Batho Pele Principles. Skills And Competencies: Good communication skills. Should be able to read and write. Ability and willingness to work on weekends and to work extended hours as and when required. Ability to drive different types of vehicles for various activities e.g transportation of staff, goods, equipment and documents.
<u>DUTIES</u>	:	Drive light and medium motor vehicle to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render messenger services in the related items to ensure the timeous distribution of documents. Render a photocopying, printing and scanning services to. Register incoming and outgoing mails and ensure records of receipts.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000

DEPARTMENT OF COMMUNITY SAFETY, SECURITY & LIAISON

The Department of Community Safety, Security and Liaison Mpumalanga Province invites applications for the Basic Traffic Officers Diploma Learnership which seeks to capacitate youth residing in Mpumalanga with knowledge and skills in Traffic Law Enforcement. All races are encouraged to apply and shall meet the following requirements:

<u>APPLICATIONS</u>	:	https://forms.cloud.microsoft/r/fVe3u8c6yS
<u>CLOSING DATE</u>	:	14 November 2025
<u>NOTE</u>	:	NB: The traffic training will be conducted at the Mpumalanga Traffic Training College at Mkhuhlu (Calcutta) in the Bushbuckridge Local Municipality. The Department will conduct personnel suitability checks for selected candidates on the following key areas: qualification verifications, criminal records checks, citizenship, financial records checks and driving license. Successful candidates will be expected to enter into a 12 month contract with the Department and on completion; learners will receive a Diploma in Basic Traffic Officer: NQF 4. It is the Departments' intention to promote presentively (race, gender, and disability) Applications on the new Z83 form shall be fully completed via e-recruitment system through a link provided and upload a detailed Curriculum Vitae only. Copies of qualifications and other relevant documents shall be submitted by shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts, failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Communication will be done to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application has been unsuccessful.

**LEARNERSHIP PROGRAMME 2025 TO 2026
(12 Months Contract)**

OTHER POST

<u>POST 40/205</u>	:	<u>LEARNERSHIP PROGRAMME 2025/26: BASIC TRAFFIC OFFICERS DIPLOMA REF NO: DCSSL/09/25</u>
<u>STIPEND</u>	:	R5000.00 per month
<u>CENTRE</u>	:	Mpumalanga Traffic Training College at Mkhuhlu (Calcutta) in the Bushbuckridge Local Municipality.
<u>REQUIREMENTS</u>	:	Minimum education qualification of Grade 12 Certificate. At least a Code B driving license. South African citizen. No criminal record. Fit and proper (Medical assessment will be conducted for shortlisted candidates as proof for strenuous exercises). Candidates will be subjected to driving and competency tests.
<u>ENQUIRIES</u>	:	Mr V Mathebula Tel No: (013) 766 4019 or Ms S Masango Tel No: (017) 811 1433 Ms N Mathebula Tel No: (013) 766 9152 or Ms A Seku Tel No: (013) 766 4905.

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS.

The Mpumalanga Department of Co-Operative Governance, Human Settlements & Traditional Affairs is an equal opportunity department and the Department's intention is to promote equity through the filling of this post.

<u>APPLICATIONS</u>	:	Applications must be posted to: The Director: Human Resource Management and Development, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X11328, Mbombela, 1200. Or Email to: Coghstarecruitment@mpg.gov.za Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
<u>CLOSING DATE</u>	:	14 November 2025
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department, accompanied by recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of all qualifications, Senior Certificate, identity document and

driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department of Co-operative Governance, Human Settlements and Traditional Affairs 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 shortlisted 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; Creditworthiness; Previous employment (reference checks); Qualification verification and Pre-Entry Assessment as well as Competency Assessment. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

<u>POST 40/206</u>	:	<u>ENGINEER PRODUCTION GRADE A-C (ELECTRICAL) REF NO: COGHSTA/02</u> (24 Months Contract) (Municipal Infrastructure) Re-adverts, Please note that the post was advertised in Public Service Vacancy Circular 18 of 2025, and candidates who previously applied need to re-apply.
<u>SALARY</u>	:	R879 342 – R1 323 267 per annum, (all-inclusive OSD package). Offer will be based on proven years of experience.
<u>CENTRE</u>	:	Mbombela (Head Office)
<u>REQUIREMENTS</u>	:	A Senior Certificate and a Degree (B Eng / BSC Eng) in Electrical Engineering or equivalent qualification. A minimum of 3 years' experience in local government within the infrastructure planning and development environment. Compulsory registration with Engineering Council of South Africa as a Professional Engineer. A valid Driver's License. Skills and Competencies: Good interpersonal relations, Presentation and facilitation skills. Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Stakeholder Management, Client Orientation and Customer Focus, Honest and Integrity. Knowledge of Project and Programme Monitoring. Knowledge of infrastructure development and programme management. Knowledge of legal compliance. Good communication skills (verbal and written) Computer Literacy.
<u>DUTIES</u>	:	Provide technical support in evaluating business plans and technical reports for the proposed electrification projects. Support municipalities and facilitate municipal energy infrastructure development. Monitor and support municipalities with implementation of electrification programme. Ensure the management of infrastructure finance. Co-ordinate energy services planning. Provide technical support with development and implementation of energy plans, legislative frameworks and strategies. Support municipalities with coordination of electricity infrastructure projects. Assess the functionality of electricity infrastructure and address areas of intervention. Conduct site visits/meetings to ensure compliance with business plans conditions. Provide monthly and quarterly performance reports on infrastructure related.
<u>ENQUIRIES</u>	:	Mr. PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	14 November 2025
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications

and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 40/207</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/OCT/25/549 (X99 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Various Facilities in the Province: 26 Tertiary & Regional Hospitals 26 Ehlanzeni Facilities 30 Nkangala Facilities 22 Gert Sibande Facilities)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 40/208</u>	:	<u>ASSISTANT MANAGER NURSING (PN-A7): MCWYH REF NO: MPDOH/OCT/25/50</u> (Re-advertisement)
<u>SALARY</u>	:	R693 096 - R813 732 per annum
<u>CENTRE</u>	:	Nkangala District Office, Emalahleni (Witbank)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2025). A minimum of eight (8) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care Develop/establish and maintain constructive working relationships with nursing and other stakeholders Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans Monitor and ensure proper utilization of human, financial and physical resources Quality management including infection control, information management and clinical audits Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts Manage and monitor proper utilization of human financial and material resources Manage the budget according to PFMA.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 40/209</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): OCCUPATIONAL HEALTH REF NO: MPDOH/OCT/25/51</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Thembisile Hani Sub-district (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate Occupational Health programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop

strategic plans, policies and protocols on implementation of Occupational Health programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advice and capacity building of personnel. Manage the Occupational Health services in the Sub-District. Support the implementation of norms and standard for Occupational Health programme. Manage the programmes finances and budget. Monitor and evaluate the impact of the programme. Compile reports. Conduct initial, Periodic and Exit examinations to employees in health facilities. Screen all employees who come for medical surveillance for hypertension, diabetic, TB, HIV and mental health. Conduct health and awareness events to capacitate employees with knowledge. Immunize employees against Hepatitis B, and Flu infections yearly. Provide post exposure prophylaxis to employees who had exposure incident by doing base line, two weeks, six weeks and three months' blood monitoring. Counsel employees on occupational and personal stressful problems when required. Conduct home/hospital visits to give emotional support to sick or injured employees. Liaise with other stakeholders such as dept. of labour, EHWP, medical officers etc. to enhance quality of care to employees. Monitor implementation of policies, guidelines and standard operating procedures in PHC facilities. Conduct health and risk assessments in facilities every two years or when there is any change in the workplace according to the Occupational Health and safety Act. Monitor that staff satisfaction survey is conducted in PHC facilities in the Sub-District. Form part of the sub-district Quality Improvement team. Monitor functioning of OHS committees and attend health and safety committee meetings. Conduct incident investigations in facilities when incident had occurred. Monitor implementation of guidelines during needle stick injuries.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 40/210 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MCWYH REF NO: MPDOH/OCT/25/52**

SALARY : R549 192 - R629 121 per annum
CENTRE : Thembisile Hani Sub-district (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2025). A minimum of seven (7) years appropriate/recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management. Valid driver's licence.

DUTIES : Coordinate Mother, Child, Woman, Youth and Health (MCWYH) programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub-Districts with the implementation of National and Provincial policies. Render technical support, advice and capacity building of personnel. Manage the MCWYH services in the Sub-Districts. Support the implementation of norms and standard for MCWYH programme. Manage the programmes' s finances and budget. Monitor and evaluate the impact of the programme. Compile reports.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 40/211 : **SENIOR ADMINISTRATIVE OFFICER: QUALITY ASSURANCE REF NO: MPDOH/OCT/25/53**

SALARY : R397 116 per annum
CENTRE : Thembisile Hani Sub-district (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus five (5) years working experience in a health care facility with at least two (2) years in clinical care management at Hospitals and Primary Health Care facility. Knowledge of clinical care processes and

		procedures aligned to Health Profession Act and other relevant legal frameworks such as Nursing Act, Allied Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act and Disciplinary code and procedure. Knowledge of principles and methodologies, norms and standards applicable to the Health Act. Knowledge of IDEAL and OHSC automated system will be an added advantage. Other public service legislation and frameworks. Good communication (Verbal and Written), interpersonal, planning, organizing, financial management, technical, facilitation, analytical, problem solving, decision making and computer skills (MS Office packages). Ability to work independently and in a team. A valid driver's licence.
<u>DUTIES</u>	:	Provide support and oversight to Primary Health Care facilities in activities of clinical governance standard, Quality Assurance activities, Ideal framework, OHSC framework and management of complaints, compliments and suggestions. Review and revise existing norms and standards for aligned with current norms and standards.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 40/212</u>	:	<u>TRAINING OFFICER: HRD REF NO: MPDOH/OCT/25/54</u>
<u>SALARY</u>	:	R325 101 per annum, (plus service benefits)
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus a three-year Diploma / Degree in HR, HRD, Public Management / Affairs or equivalent (NQF level 6/7) as recognized by SAQA. A two-year post qualification experience in training facilitation. Valid driver's licence. A short course in a Train the Trainer / Facilitators or relevant HRD programme will be an added advantage. Skills: Demonstrable training, facilitation & presentation skills. Good interpersonal relations, Communication skills, Working knowledge of the Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Computer literacy (PowerPoint and Ms Word).
<u>DUTIES</u>	:	Facilitate training. Co-ordinate HRD activities at the Middelburg Hospital and collaborate with Districts and facilities. Facilitate the Compulsory Induction Programme. Liaise with the National School of Government and other training providers. Keep training records on the training database. Conduct needs assessment, develop training material, and conduct impact assessment. Compile monthly, quarterly and annual reports for the HRD unit. Must be able to drive and travel to meetings and workshops.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 40/213</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/OCT/25/582 (X28 POSTS)</u>
<u>SALARY</u>	:	R324 384 – R382 107 per annum
<u>CENTRE</u>	:	Bongani TB Specialized Hospital (X1 Post) Rob Ferreira Hospital (X1 Post) Themba Hospital (X1 Post) Kaapmuiden Clinic (X1 Post) Shongwe Hospital (X4 Posts) Jeppes Reef Clinic (X1 Post) Sabie Hospital (X2 Posts) Lydenburg Hospital (X1 Post) Kiwi Clinic (X1 Post) Mapulaneng Hospital (X4 Posts) Tintswalo Hospital (X3 Posts) Matikwana Hospital (X3 Posts) Kildare Clinic (X1 Post) Thokozani Clinic (X1 Post) Islington Clinic (X1 Post) Ludlow Clinic (X1 Post) Hluvukani CHC (X1 Post) (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171 depending on the level of care at each facility (i.e. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 40/214</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/OCT/25/614 (X32 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Witbank Hospital (X1 Post)
	:	Ackerville Clinic (X1 Post)
	:	Hlanikahle Clinic (X1 Post)
	:	Louise Clinic (X1 Post)
	:	Bernice Samuel Hospital (X1 Post)
	:	FC Dumat Clinic (X1 Post)
	:	Botleng CHC (X1 Post)
	:	Impungwe Hospital (X1 Post)
	:	Ogies Clinic (X1 Post)
	:	Sakhelwe Clinic (X1 Post)
	:	Middelburg Hospital (X1 Post)
	:	H A Grove Hospital (X1 Post)
	:	Simunye Clinic (X1 Post)
	:	Pullenshope Clinic (X2 Posts)
	:	Sikhululiwe Clinic (X1 Post)
	:	Mmametlhake Hospital (X1 Post)
	:	Marapyane CHC (X1 Post)
	:	Siyabuswa CHC (X1 Post)
	:	Diphalane (Pankop) CHC (X1 Post)
	:	Loding Clinic (X1 Post)
	:	Weltevrede Clinic (X1 Post)
	:	Klarinet CHC (X2 Posts)
	:	KwaMhlanga Hospital (X2 Posts)
	:	Kwaggafontein "A" Clinic (X1 Post)
	:	Goederede Clinic (X1 Post)
	:	KwaMhlanga CHC (X1 Post)
	:	Thembaletu CHC (X1 Post)
	:	Witbank TB Specialized Hospital (X1 Post)
	:	(Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171, depending on the level of care at each facility (i.e. Diploma/ Degree in General Nursing), equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem-solving and

	decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho-Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 40/215</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/OCT/25/660 (X46 POSTS)</u>
<u>SALARY CENTRE</u>	: R324 384 – R382 107 per annum : Pixley Ka Seme Sub-District (X1 Post) Fernie 1 Clinic (X1 Post) Mayflower CHC (X1 Post) Nhlanzatshe Clinic (X1 Post) Ermelo Hospital (X6 Posts) Davel Clinic (X1 Post) Breyten Clinic (X1 Post) Emthonjeni Clinic (X1 Post) Warburton CHC (X2 Posts) KwaZanele Clinic (X1 Post) Piet Retief Hospital (X5 Posts) Driefontein New Stands CHC (X1 Post) Amajuba Memorial Hospital (X3 Posts) Daggakraal CHC (X1 Post) Perdekop CHC (X2 Posts) Wakkerstroom Clinic (X1 Post) Siyathemba CHC (X3 Posts) Embalenhle CHC (X1 Post) Lebohang CHC (1 Post) Lilian Mambakazi CHC (X1 Post) Greylingstad Clinic (X1 Post) Nthoroane Clinic (X1 Post) Sakhile Clinic (X1 Post) Evander Hospital (X6 Posts) Kinross Clinic (X1 Post) Bethal Town Clinic (X1 Post) (Gert Sibande District)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171 depending on the level of care at each facility (i.e. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing

care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 40/216 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/OCT/25/661**

SALARY : R324 384 – R382 107 per annum
CENTRE : Moloto CHC (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171 depending on the level of care at each facility (i.e. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho-Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 14 November 2025

NOTE : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates, and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings, following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 40/217 : **CHIEF DIETITIAN REF NO: NCDOH 111/2025 (X1 POST)**

SALARY : R575 250 per annum

CENTRE : Dr Harry Surtie Hospital

REQUIREMENTS : An appropriate qualification in Dietetics/ Nutrition that allows for registration with the HPCSA as a dietician. Current registration with HPCSA as Dietician. Completion of one- year community service as Dietician or minimum of one – year formal working experience in the field. A valid driver's licence. experience: Grade 1: A minimum of 3 (three) years appropriate experience in the relevant profession after registration with the Health Professional Council in South Africa.

DUTIES : Nutrition management of patients. Patient assessment, counselling and treatment to improve nutritional status, number of patients assessment, counselled and treated. Nutrition Education, Promotion and Advocacy co-ordinate, facilitates and support National nutrition priorities related health calendar days. Collaboration with relevant stakeholders. Attending / facilitating meetings with internal stakeholders (Facility Nutrition / District MCYWH &N meetings, Quarterly Province/District MCYWH&N meeting, Annual Provincial MCYWH&N, meeting, allied health meetings, perinatal meetings, etc.) Quality assurance of all nutrition related programmes and functions: Supervisory support to facilities / nutrition personnel to ensure quality nutrition services. Number of supervisory support visits other department in the hospital. Monitoring and evaluation of INP programme: Compile quarterly reports – Number of quarterly reports compiled and submitted. Present quarterly report reviews – Number of Presentations done at review or other meetings.

ENQUIRIES : Mr JP Berend Tel No: (054) 332 9094

APPLICATIONS : Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26

Drive and Turner Street, Upington, 8801 or E-Mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 40/218 : **PROFESSIONAL NURSE GRADE 1-2 SPECIALTY REF NO: NCDOH 113/2025 (X5 POSTS)**

SALARY : Grade 1: R476 367 - R559 548 per annum
Grade 2: R583 989 - R723 954 per annum

CENTRE REQUIREMENTS : Dr Harry Surtie Hospital
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Child Nursing Science, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Ophthalmic Nursing Science & Orthopaedic Nursing science and/or other relevant specialty. Experience: **Grade 1:** Minimum of 4 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic. Qualification in the relevant specialty.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework: To assist in planning/organising and monitoring of the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Participation in training and research: To assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. To complete patient related data and partake in research. Provision of Support to Nursing Services: To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building Maintain professional growth/ethical standards and self-development: To maintain the Code of Conduct: Public Service. Professional Body. Seek learning opportunities: In-service training.

ENQUIRIES APPLICATION : Mr JP Berend Tel No: (054) 332 9094
: Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or E-Mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 40/219 : **PROFESSIONAL NURSE (GENERAL) REF NO: NCDOH 121/2025 (X12 POSTS)**

SALARY : Grade 1: R324 384 – R376 458.per annum
Grade 2: R396 132 – R459 726.per annum
Grade 3: R476 367 – R601 638 per annum

CENTRE REQUIREMENTS : Dr Harry Surtie Hospital
: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Experience: **Grade 1:** No experience required, **Grade 2:** A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a

		Professional Nurse with the SANC in General Nursing, Grade 3: A minimum of twenty (20) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Mr JP Berend Tel No: (054) 332 9094
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or E-Mailed at vacancies.dhsh@ncdoh.gov.za . All applicants must complete an application register when an application is hand delivered.
<u>POST 40/220</u>	:	<u>STAFF NURSE GRADE 1 REF NO: NCDOH 122/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R220 614 – R250 500 per annum Grade 2: R262 287 - R298 932 per annum Grade 3: R306 798 – R382 107 per annum
<u>CENTRE</u>	:	Dr Harry Surtie Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Staff Nurse Registration with the SANC as Staff Nurse. Experience: Grade 1: No experience required, Grade 2: A minimum of ten (10) years appropriate/ recognisable experience in nursing after registration with SANC as a Staff nurse Grade 3: A minimum of twenty (20) years appropriate/recognisable experience in nursing after registration with SANC as Staff Nurse.
<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures.
<u>ENQUIRIES</u>	:	Mr JP Berend Tel No: (054) 332 9094
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or E-Mailed at vacancies.dhsh@ncdoh.gov.za . All applicants must complete an application register when an application is hand delivered.
<u>POST 40/221</u>	:	<u>NURSING ASSISTANT GRADE REF NO: NCDOH 125/2025 (X13 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 – R196 305 per annum Grade 2: R203 271 – R227 286 per annum Grade 3: R239 559 – R294 513 per annum

<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital
	:	Qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nurse assistant). Experience: Grade 1: No experience required, Grade 2: A minimum of ten (10) years appropriate/ recognisable experience in nursing after registration with SANC as a Nursing Assistant. Grade 3: A minimum of twenty (20) years appropriate/ recognisable experience after registration with the SANC as a Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional Growth /ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JP Berend Tel No: (054) 332 9094
	:	Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or E-Mailed at vacancies.dhsh@ncdoh.gov.za . All applicants must complete an application register when an application is hand delivered.
<u>POST 40/222</u>	:	<u>MEDICAL SPECIALIST (PSYCHIATRY) REF NO: NCDOH 127/2025</u> (Contract appointment – 12 months – 20 sessions per week) (12 Months Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Hospital
	:	Grade 1: (less than 5 years' experience as a Specialist), Grade 2: (At least 5 years, but less than 10 years as a Specialist), Grade 3: (10 years and more experience as a Specialist) An MBChB degree and registration with the Health Professional Council of South Africa HPCSA) as a Medical Specialist in Psychiatry. Experience or additional qualification in Forensic Psychiatry (advantageous). Knowledge of the Mental Health Care Act No. 17 of 2002, Child Justice Act 75 of 2008 and Criminal Procedure Act 51 of 1977. Ability to work collaboratively with judicial, correctional, and clinical teams.
<u>DUTIES</u>	:	Conduct 30-day forensic psychiatric observations in terms of Sections 77, 78, and 79 of the CPA (Act 51 of 1977). Perform short forensic psychiatric evaluations of accused persons referred by the courts. Provide expert psychiatric reports for both adult and child forensic assessments. Participate in multidisciplinary team case discussions and provide clinical guidance to registrars and psychologists. Ensure compliance with legal, ethical, and clinical standards in forensic mental health practice. Assist with multidisciplinary management of Forensic state patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. NK Kirimi Tel No: (053) 802 3600
	:	Please note applications can be hand delivered at the front reception of Northern Cape Department of Health, James Exum Building, 144 Dutoitspan Road, Kimberley or emailed to nchealthhr@ncpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF EDUCATION (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://www.westerncape.gov.za/education> via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 21 November 2025
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 40/223** : **CHIEF DIRECTOR: ASSESSEMENT AND EXAMINATIONS REF NO: 303**
Chief Directorate: Assessment And Examinations
- SALARY** : R1 494 900 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at senior managerial level, valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.
- DUTIES** : Develop and maintain provincial examination and assessment systems that are aligned to all national and provincial policies. Develop electronic examination and assessment systems in line with current policies to effectively meet the demands of 21st century education. Ensure timeous appointments and training of moderation and marking officials for the various internal and

external examinations and assessments. Ensure the training of school principals and invigilators in the management of the examinations. Ensure the Management of examination and assessment concessions, appeals, and accommodations for all grades via the CEMIS system. Provide guidance and support to schools to ensure the credibility of school-based assessment. Ensure the development of teachers in the different types of assessment. Ensure support to districts and schools in the identification and management of examination and assessment irregularities. Devise strategies to provide support schools to improve examination and assessment results. Manage the planning and administration of examinations and certification throughout the education system. Ensure the management and administration of all external examinations, the resulting and certification thereof. Provide provincial printing services and ensure timeous examination printing, sealing and distribution of examination material. Ensure that the service is managed as per contract specifications. Coordinate and manage the marking of examination answer scripts through the identification of marking centres and the appointment of personnel to perform the functions. Provide client support services and ensure accurate registration of candidates and registration and audit of examination centres in line with Umalusi requirements. Plan, manage and coordinate the development and implementation of examination and assessment information systems. Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems. Manage and monitor the development of new IT systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA. Oversee the provision of user management services. Drive training, capacity-building and knowledge sharing practices across the Directorates.

ENQUIRIES : Mr. B Loriston Tel No: (021) 467 2541

POST 40/224 : **DIRECTOR INSTITUTIONAL MANAGEMENT AND GOVERNANCE PLANNING (IMGP) REF NO: 304**
Directorate: Institutional Management and Governance

SALARY : R1 266 714 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level in policy and regulation development in an education governance environment at provincial or national level, valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.

DUTIES : Strategic management, advice and guidance in respect of the following functional areas: Collaboration Schools - Manage the Collaboration Schools programme. Manage and develop strategies, policies, frameworks and guidelines to enhance the efficiency of the Collaboration Schools Initiative. Ensure oversight, monitoring and accountability of the Collaboration Schools initiative. Schools - Manage the planning, coordination and evaluation of IMG

in respect of public ordinary and independent schools. Coordinate the compilation of IMG policies and develop a principal's manual. Develop guidelines, systems standards and best practices for IMG challenges (e.g. timetables, code of conduct, learner pregnancy, etc. but excluding finance, risks, facilities, people management, office systems and information technology). Management and Governance (Non-Curriculum) - Ensure the development and implementation of management and governance (non-curriculum) policy and guidelines. Manage the election process of SGBs, including administration of election process, liaise with Provincial Electoral Committee, appoint service providers for training of electoral officers, and maintain SGB elections. Safety Management - Represent the Western Cape Education Department (WCED) on provincial level for safety management and reports in this regard. Develop and maintain a safety management plan for the WCED. Manage and coordinate safety investigations. Run safety awareness programs. Learner Admissions - Manage and coordinate learner admissions for the department. Manage the development, establishment, maintenance and improvement of the learner admission online system. Manage the planning, interpretation, development, monitoring and maintenance of learner admissions policy, guidelines, circulars and processes. Manage the monitoring and reporting of learner admissions governance and compliance across districts, systems and processes. Suspensions and expulsions - Provide advice and render secretariat service regarding suspensions and expulsions. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. People Management - Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Financial Management - Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure.

ENQUIRIES

: Mr AJE Meyer Tel No: (021) 467 2105

POST 40/225

: **DIRECTOR: CAPE TEACHING AND LEADERSHIP INSTITUTE (CTLI) REF NO: 305**

Directorate: Cape Teaching and Leadership Institute

SALARY

: R1 266 714 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE REQUIREMENTS

: Kuils River

: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level, valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised

circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers. Additional Requirements: Proven relevant management experience in an educational environment. Advanced knowledge of the South African Schools Act. Knowledge of all legislation and policies as related to the Key Performance Areas applicable to teacher education and development. Proven excellence in leadership and management of teacher education and development programmes.

DUTIES

: Design learning and development programmes. Provide curriculum and research development services - Consult research to guide, develop and roll out of blended programmes (e-learning, e-teaching and face-to-face). Develop learning and development programmes - Support the WCED overall vision, including e-vision through needs responsive teacher professional development initiatives and programmes. Advocate and support the preparation of teachers to embrace the WCED e-vision strategy in collaboration with relevant units and partners. Coordinate differentiated professional development programmes that will address the need of teachers at different levels of ICT integration into part of their pedagogy in all schools. Implement systems to identify and meet training and development needs and impact of interventions - Reflect, monitor and evaluate provincial strategies and related TPD data. Using the formal and informal analysis of the curriculum outcomes to identify the specific needs for curriculum professional development involving all phases including ECD/GET/FET. Assess training and development programmes. Liaise with HEIs regarding development programmes - Collaborate regarding suitable teacher development programmes empowering new and practicing teachers. Market the CTLI. Deliver learning and development programmes: Facilitate and coordinate functional training interventions. Facilitate and coordinate school management training - Support and contribute to the school management and leadership programmes. Facilitate and coordinate induction and orientation programmes for Teachers - Facilitate and expand on the mentorship and induction practices at school level. Facilitate and coordinate functional training interventions. Facilitate and coordinate the school business management training programme. Liaise and coordinate the preservice training programme. Provide curriculum research development services. Manage awards and excellence programmes. Provide an education library and information service: Coordinate enhancement services to libraries. Coordinate the technical support for virtual learning and physical library services. Manage and coordinate the logistics administrative support and library server support of library services. Manage the improvement of teacher qualifications and competencies: Facilitate formal continuous Professional Teacher Development towards qualification and school-based improvement. Custodian for the Teacher Development Strategy. Implementation of future focused policy considerations. Observe and be sensitive for the processing of teachers continued needs in the classroom. Secure the infusion of ICT in the presentation of all programmes to serve as norm for teachers to implement in their classrooms and the pedagogy of subjects. Identify and coordinate professional development programmes for different groups of teachers on the development spectrum. Manage the implementation and maintenance of the Continuous Professional Teacher Development System. Observe and monitor the impact of practical teaching on the preparedness of new teachers during their final year of initial teaching. Manage the NTA and other teaching awards systems. Coordinate PTEDC activities in the province. Render support services: Render financial services. Render facility management services - secure a well – functioning support and corporate services for the institute to ensure all the functional operation of facilities, venues and hostels against a high standard of effectiveness and tasteful neatness. Render course administration. Render general support services.

ENQUIRIES

: Mr. J Benjamin Tel No: (021) 467-2368

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE

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

OTHER POSTS

<u>POST 40/226</u>	:	<u>SENIOR REGISTRAR (RHEUMATOLOGY)</u> (2-Year Contract)
<u>SALARY</u>	:	R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Competencies (knowledge/skills): Facilitation of management system. -Effective and efficient administration. Communication including report generation, letter writing, consultation. Technical skills appropriate for investigation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts) -MMED and FCP (SA) Qualification. -Clinical experience in In-patient and Out-patient care.
<u>DUTIES</u>	:	Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<u>ENQUIRIES</u>	:	Prof B Hodgkinson Tel No: (021) 404 2131 or Bridget.hodkinson@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. -Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. -Please ensure that you attach an updated CV. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/227</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY) (ACUTE SURGERY/TRAUMA)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum

	(A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in General Surgery. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in General Surgery. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in the case of a foreign qualified employee) as a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in the case of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): FCS part 2 and experience in research/publications. Effective leadership and interpersonal skills. Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy, database knowledge, research experience, interest in data collection and analysis for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.
<u>DUTIES</u>	: The role involves oversight of both the Acute Care Surgery and Trauma Units at Tygerberg Hospital, ensuring efficient, high-quality clinical service delivery and alignment with institutional goals for acute and emergency surgical care. It includes supervising and training junior surgical staff, providing structured mentorship and bedside teaching, and contributing to undergraduate and postgraduate academic programs within the Division of General Surgery. The post requires active participation in trauma and acute surgery rosters, multidisciplinary patient care, and theatre-based service delivery. It also encompasses engagement in quality assurance, governance, and data-driven improvement initiatives, including morbidity and mortality reviews, clinical audits, and system redesign projects aimed at strengthening patient flow, safety, and outcomes across the trauma and surgical ecosystem.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Brand, email: mbran@sun.ac.za : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in General Surgery with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/228</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R1 341 855 per annum : Grade 2: R1 531 032 per annum : Grade 3: R1 773 222 per annum : (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Valkenberg Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with the professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical

	Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to be on call and availability for Emergency situations. Willing to participate in a commuted overtime. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.
<u>DUTIES</u>	: Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.
<u>ENQUIRIES</u>	: Dr R Ori Tel No: (021) 826 5863
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/229</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY) (ACUTE SURGERY/TRAUMA)</u> (Contract Until 31 March 2026)
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with the professional council: Registration with the HPCSA as Medical Specialist in General Surgery. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in General Surgery. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in the case of a foreign qualified employee) as a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in the case of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): FCS part 2 and experience in research/publications. Effective leadership and interpersonal skills. Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy, database knowledge, research experience, interest in data collection and analysis for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.

<u>DUTIES</u>	:	The role involves oversight of both the Acute Care Surgery and Trauma Units at Tygerberg Hospital, ensuring efficient, high-quality clinical service delivery and alignment with institutional goals for acute and emergency surgical care. It includes supervising and training junior surgical staff, providing structured mentorship and bedside teaching, and contributing to undergraduate and postgraduate academic programs within the Division of General Surgery. The post requires active participation in trauma and acute surgery rosters, multidisciplinary patient care, and theatre-based service delivery. It also encompasses engagement in quality assurance, governance, and data-driven improvement initiatives, including morbidity and mortality reviews, clinical audits, and system redesign projects aimed at strengthening patient flow, safety, and outcomes across the trauma and surgical ecosystem.
<u>ENQUIRIES</u>	:	Ms M Brand, email: mbran@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. -Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in General Surgery with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/230</u>	:	<u>PRINCIPAL PSYCHOLOGIST GRADE 1 (PSYCHOLOGY SERVICES)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R1 245 564 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with the professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist (Independent Practice). Experience: A minimum of 3 years' appropriate experience as a Clinical Psychologist after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirements of the job: Valid driver's licence. Availability to perform after hour duty when required. Competencies (knowledge/skills): Appropriate post registration experience of in and outpatient clinical service delivery and management of such services. The design and conduct of research, academic teaching, training and supervision of interns and clinical psychologists Appropriate experience in the field of intellectual disability. Appropriate work experience with regards to quality related aspects in a hospital or health service environment. Knowledge of mental disorders, serious mental illness, psychopathology and psychological problems, as these relate to working with people with intellectual disability who experience mental health challenges. Sound knowledge of legislation and policy applicable in a Mental health. Sound knowledge of the Mental Health Care Act, 2002 (Act 17 of 2002), and the mental-health care package, policies and the ethos of community-based mental-health care. Basic Computer skills. Communication skills. Ability to communicate with people with intellectual disability.
<u>DUTIES</u>	:	Effective and efficient operational management and service delivery and planning of the Clinical Psychology component in the psychiatric hospital in terms of the relevant acts and regulations. Participate in the planning and management of the training programme and provide teaching, training, clinical research Supervision to psychology, medical and other undergraduate/postgraduate students. Responsible for clinical governance of the Psychology department ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Responsible for corporate governance, including all aspects of people management and development, Financial Management, Information Management and management of Psychology department.
<u>ENQUIRIES</u>	:	Ms L Saville Tel No: (021) 503 5004

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/231</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (CHILD AND ADOLESCENT PSYCHIATRY) (EXCLUDING COT)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/ EB driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal and communication skills (verbal and written). Ability to work independently and in a multi-disciplinary team. Appropriate experience in child and adolescent psychiatric disorders, neurodevelopmental, developmental and behaviour disorders.
<u>DUTIES</u>	:	To provide clinical consultations to patients and families referred to the child & adolescent psychiatry unit from the Tygerberg Hospital catchment area. To assist in the provision of emergency cover and cover for leave of psychiatric registrars rotating through child psychiatry. To render support to the Head of the Unit with respect to administrative matters. To teach child and adolescent psychiatry to undergraduate students in relevant degrees and diplomas and to participate in operational research when appropriate. To provide district outreach support for child and adolescent psychiatry under the supervision of the CAP consultants.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A Lachman, email: anusha@sun.ac.za ; Prof. Seedat Tel No: (021) 938-9021
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	14 November 2025

<u>POST 40/232</u>	:	<u>REGISTRAR (PSYCHIATRY) (X4 POSTS)</u> (4-Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory, Rotation through the UCT training platform – which can include Groote Schuur, Valkenberg, Red Cross Children Hospital and Lentegeur Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to participate in commuted overtime. Competencies (knowledge/skills): Medical research capabilities.
<u>DUTIES</u>	:	Clinical and corporate governance duties as pertain to services provided at current placement. Contribute to the teaching and training of Health Sciences undergraduate students. Fully participate in the academic activities of the designated university as required per regulations to achieve the MMed (Psych) / FC Psych qualification. To provide psychiatric services to in-and outpatients of designated service areas where placement as well as assigned district and primary level clinical duties. To provide supervision and in-service training to junior colleagues and other staff. Appropriate clinical experience in psychiatry after registration as a medical practitioner. Academic teaching, training and research.
<u>ENQUIRIES</u>	:	Dr R Ori: University of Cape Town (UCT) Tel No: (021) 826 5863
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal, as such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Each registrar will be appointed in a specific training complex and will be expected to rotate through the various institutions in the complex. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship, should they not be successful for an advertised Specialist position. -Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Applicants who only have a temporary residence status will not be considered. -"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). -Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025

<u>POST 40/233</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform shift work and commuted overtime. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a regional level hospital. Must be able to perform amputations, basic laparotomies and minor surgical procedures safely and without significant surgical supervision. The ability to perform basic diagnostic upper endoscopy. ATLS/ BLS certification or equivalent is required. Appropriate experience in managing critically ill patients.
<u>DUTIES</u>	:	Operative management of all surgical and trauma emergencies, as well as elective surgical procedures at a regional level hospital. Outpatient clinic consultations and management planning. Management of critically ill patients including resuscitation of patients and management of ventilatory and inotropic support in an Intensive Care Unit. Inpatient management and interdepartmental liaison. Endoscopic GIT diagnostic and therapeutic management. -Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.
<u>ENQUIRIES</u>	:	Prof H Bougard Tel No: (021) 402-6444
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. -The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025

<u>POST 40/234</u>	:	<u>PHARMACY SUPERVISOR GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Bishop Lavis CHC, Northern/Tygerberg Substructure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the Professions Council: Registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) drivers licence. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the SAPC. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.
<u>DUTIES</u>	:	Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff.
<u>ENQUIRIES</u>	:	Ms T Parker Tel No: (021) 815-8876
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/235</u>	:	<u>PHARMACIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Khayelitsha CHC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the Professions Council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 1-year relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 6 years' relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. -A minimum of 13 years' relevant experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 14 years' relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform relief duties at

pharmacies in the sub-structure. Valid driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy. Familiar with Primary Health Care Environment, Antimicrobial Stewardship and Differentiated models of Care.

DUTIES : Support with the efficient and cost-effective functioning of pharmaceutical service in all Khayelitsha Sub District PHC sites, including adherence to statutory requirements and policies. Support to ensure provision of safe and cost-effective pharmaceutical care to patients. Support and accept co - responsibility for pharmaceutical supply management in Khayelitsha clinics by ensuring safe and reliable procurement, storage, control, distribution and discarding of pharmaceuticals. Support the pharmaceutical budget and expenditure to ensure compliance with financial prescripts. Support with monitoring of Human Resources and supervising of Pharmacists Assistants to ensure optimum productivity and people development.

ENQUIRIES : Ms A Sigcau Tel No: (021) 360-5200
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". -The pool of applications will be considered for vacancies within Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 14 November 2025

POST 40/236 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : Nyanga Community Day Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with a duration of at least one year in Curative Skills in Primary Health Care accredited with the SANC (R48). Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification in Curative skills in Primary Health Care (R48). Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control and act in facet of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement as well as collect and verify submission of accurate statistics timeously and give continuous positive support to the Assistant Manager: Nursing (Primary Health Care).

ENQUIRIES : Ms P Mgqaliso Tel No: (021) 831-0882

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/237</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (HIV/AIDS) AND (PHC CWH) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Khayelitsha CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to perform relief duties in the sub-structure facilities. Valid driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Nursing Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Oversee and ensure fully functional health committees, including organising regular meetings, training members, and compliance with relevant health legislation. Manage human resources by maintaining a fully staffed CHC, coordinating staff training aligned with skills development plans, resolving labour relations issues, and monitoring absenteeism. Control and monitor financial resources by preparing balanced budgets, ensuring expenditure controls, meeting revenue targets, and complying with financial regulations. Supervise supply chain functions to maintain adequate stock of essential supplies, manage asset registers, ensure functioning equipment, and oversee government vehicle usage and servicing. Ensure accurate and timely health information management, including data quality checks, timely reporting, and optimal use of PHCIS systems. Promote quality of care through Batho Pele principles, ensuring health and safety standards, conducting monthly clinical audits (M&M meetings), and overseeing infection control and staff training initiatives.
<u>ENQUIRIES</u>	:	Dr S Mokitimi Tel No: (021) 360-4703
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/238</u>	:	<u>ULTRASOUND RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with the Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as Ultrasound Radiography. Inherent Requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel for training and meetings. Experience:

Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care and understanding of basic computer programs and the use of reporting systems.

DUTIES : Provision of patient centered Ultrasound service by adhering to departmental protocols, procedures and professional conduct. Providing management of ultrasound services while producing Ultrasound imaging, reporting and statistics. Support to managers and colleagues which provides effective interdepartmental communication. Adhering to self-development and training of students.

ENQUIRIES : Mr NJ Manuel Tel No: (021) 918-1387
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 14 November 2025

POST 40/239 : **SOCIAL WORK SUPERVISOR GRADE 1**

SALARY : Grade 1: R477 564 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with the Professions Council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: A minimum of 7 years' appropriate experience in Social Work after registration as a Social Worker with the SACSSP. Competencies (knowledge/skills): Ability to provide oversight, training and support to social workers and the students. Ability to render clinical social work practice, lead, supervise and work in a social work team and as a member of a multi-disciplinary team in a Specialist Acute Health Care setting. Computer literacy, good verbal and written communication skills. Sound knowledge and expertise in Hospital social work practice in crisis management, grief and bereavement.

<u>DUTIES</u>	:	Assisting with complex cases, administrative duties and upholding ethical standards and relevant legislation. Clinical Supervision to social work staff and students. Ensuring high quality of patient services and professional development. Provide direct supervision, clinical case consultation, developing staff competencies, monitoring quality assurance. Psycho-social assessments, counselling to individuals, groups and families. Report-writing and related administration. -Research, teach and train. Social work specialist knowledge and skills to services within General Social Work Department, to undertake social work management duties as required.
<u>ENQUIRIES</u>	:	Mr L Hlakudi Tel No: (021) 404-5430
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/240</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: 72-HOUR PSYCHIATRY WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with psychiatry. A Post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with the Professions Council: Registration with SANC as a Professional Nurse and Psychiatry. Experience: Grade 1: A minimum of 4 years of appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
<u>DUTIES</u>	:	Provide safe and comprehensive care delivered to patients within the psychiatry unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the psychiatry unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in psychiatry. Effective utilization of human, material and physical resources.
<u>ENQUIRIES</u>	:	Mr. R Geswindt Tel No: (021) 377-4410
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core

	functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/241</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: ICU HIGH CARE AND RENAL UNIT) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	: George Regional Hospital Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical & Surgical Nursing Science: Critical Care General or Child. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive /Critical care after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.
<u>DUTIES</u>	: Use expert knowledge and skills to ensure quality appropriate adult and paediatric patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in the Intensive/High care unit, according to audits and appropriate data. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES APPLICATIONS</u>	: Ms LK De Goede Tel No: (044) 802-4352 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Nursing Science: Critical Care Nursing: General or Child Care with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised posts.
<u>CLOSING DATE</u>	: 14 November 2025

<u>POST 40/242</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND OPD)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Good interpersonal skills. Willingness to work shifts, public holidays, after-hours, night duty, weekends and overtime when necessary. Competencies (knowledge/skills): Sound scientific knowledge of Trauma, OPD & Emergency nursing. Good interpersonal skills. Computer literacy & report writing skills. Able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards with a professional/legal framework. Effective utilization of resources. Participation in research activities. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Provide effective trauma and emergency nursing care to patients.
<u>ENQUIRIES</u>	:	Ms S Van Wyk Tel No: (022) 709-5079
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Saldanha Bay Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. -Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/243</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND DAY WARD)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with the professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of

	14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
<u>DUTIES</u>	: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	: Ms LK De Goede Tel No: (044) 802-4352
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applicants will be considered for similar posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/244</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u> West Coast District
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, weekends and overtime when necessary. Willingness to be on call. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Sound scientific knowledge of Operating theatre nursing. Computer literacy & report writing skills. Able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team. Good interpersonal skills. Ability to perform standby duties when required.
<u>DUTIES</u>	: Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development. Ensure specialise theatre nursing care. Participation in the research activities.

<u>ENQUIRIES</u>	:	Ms S Van Wyk Tel No: (022) 709-5079
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/245</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Mossel Bay PHC Support & Outreach, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Good communication skills Verbal and written). Appropriate knowledge of relevant legislation and policies of the Department of Health and Wellness Western Cape.
<u>DUTIES</u>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	:	Ms A Lamprecht Tel No: (044) 604-6106
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025

<u>POST 40/246</u>	:	<u>QUALITY ASSURANCE COORDINATOR</u> Cape Winelands Health District
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate four-Year National Diploma/ Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Quality Assurance (QA). Appropriate experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Experience in Management. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Ability to analyze and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organizational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively.
<u>DUTIES</u>	:	Support the Health Establishment staff with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Establish measures that will ensure health and safety of staff and users and Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment. Manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes.
<u>ENQUIRIES</u>	:	Ms S Theron Tel No: (021) 877-6400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and competency assessment. The pool of applications will be considered for vacancies within Drakenstein Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/247</u>	:	<u>ASSISTANT DIRECTOR FINANCE (DEBT MANAGEMENT)</u> Directorate: Management Accounting
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year Diploma or Degree in Finance or related qualification. Experience: Appropriate experience in a hospital fees/finance environment. Appropriate experience with the compilation of AFS and application of General Recognised Accounting Practices. Appropriate working experience in debt write offs. Appropriate working experience on the HIS Accounts Receivable System. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate working experience in the compilation of formal submissions. Appropriate supervisory experience in a financial environment. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of the Hospital Fees policies and procedures. Knowledge and experience of UPFS tariff structures. Knowledge and experience of the HIS, Accounts Receivable System. Knowledge and experience in debt write off procedures and write-off delegations. Knowledge and experience in claims administration-submission to third-party funders. Knowledge and experience of the Western Cape Health Facility Board and Committees Act. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities with mathematical and accounting literacy. Good organisational, planning and time management

		skills. Computer literacy in Microsoft Office applications (Word and Excel). Preparedness to work overtime, travel and overnight away when required.
<u>DUTIES</u>	:	Debt management and implement debt recovery strategies. Manage, monitor performance and meet with external service providers and other funders. Annual revision of UPFS/Sundry tariffs and updating of the procedure manuals and UPFS user guide. Manage the process of submitting claims to the RAF and COID, and Oversee the payment of accounts and the allocation income received. Administration of Health Facility Boards financial matters, including the Annual Financial Statements and training. Supervision and development of staff.
<u>ENQUIRIES</u>	:	Mr AE van Driel Tel No: (021) 483 3297
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/248</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS</u> West Coast District
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	West Coast District Office, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations. Inherent requirements of the job: Valid Code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal and good time management planning skills. Ability to think analytical and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in the essential services.
<u>DUTIES</u>	:	Support and advice to all staff and supervisors with regards to employee relations. Effective management of all disciplinary matters and disputes. Monitor and maintain the collective bargaining structures. Provide training with regards to employee relations to all employees. Provide advice, guidance and support to your supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary- and grievance procedures.
<u>ENQUIRIES</u>	:	Mr R van Staden Tel No: (022) 814-0331
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/249</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING) (X3 POSTS)</u> Directorate: Supply Chain Sourcing
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma /Degree in Supply Chain Management / Procurement or Finance related or equivalent. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound management skills, incl. ability to manage a team. Problem Solving. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Strong research skills and attention to detail. Report-writing. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.

<u>ENQUIRIES</u>	:	Mr A Mili Tel No: (021) 834-9051, email: Ayanda.Mili@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/250</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in the Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Participate in the after-hours roster to ensure the provision of a 24-hour service. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	:	Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Safe use and care of equipment. Assist with training of community service Radiographers and students.
<u>ENQUIRIES</u>	:	Ms M Samuels Tel No: (021) 377-4799
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/251</u>	:	<u>MEDICAL TECHNOLOGIST GRADE 1 TO 3: CLINICAL PHARMACOLOGY</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate qualification with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with the Professions Council: Registration with the HPCSA as a Medical Technologist. Experience: Grade 1: None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA as a Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Perform after hours, weekend and public holidays as required. Competencies (knowledge/skills): Excellent knowledge and skills in use and maintenance of laboratory equipment. Ability to work in a team and independently. Proficiency in quality management system implementation and Microsoft Office Suite Knowledge about routine drug analysis and the importance of patient management. Trained and qualified in laboratory techniques, with recent appropriate experience and high attention to detail. Strong knowledge of the laboratory quality management systems and regulatory frameworks. Excellent interpersonal skills and effective communication. Trained and qualified in ISO 15189 with experience in an accredited laboratory. Certification or training in Quality Management Systems under ISO 15189.
<u>DUTIES</u>	: Maintenance of the quality management systems (QMS) aligned with ISO 15189. -Ensure laboratory procedures and documentation meet regulatory and accreditation requirements. Coordinate and support internal and external audits, inspections, and proficiency testing. Manage controlled documents, including standard operating procedures (SOPs), controlled forms, verification, and validations as required. Review and update current standard operating procedures. Prepare regular quality reports and present findings to management. Coordinate training programs for laboratory staff on quality procedures and regulatory compliance. Conduct competency assessments and maintain training records. Promote a culture of quality and continuous improvement. Investigate non-conformities and implement corrective and preventive actions. Perform risk assessments and mitigation of the identified risks. -Performance of laboratory assays, specimen handling, and instrument maintenance, as required. Perform trend analysis relevant to the ISO15189:2022 QMS.
<u>ENQUIRIES</u>	: Prof P Sinxadi Tel No: (021) 406 6008
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/252</u>	: <u>SENIOR STATE ACCOUNTANT: FINANCE (BOOKKEEPING)</u> Directorate: Financial Accounting
<u>SALARY</u>	: R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: An appropriate 3-year Diploma or Degree. Experience: Appropriate experience. Inherent requirements of the job: A Valid driver's licence (code B/BE). Competencies (knowledge/skills): Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions and the departmental delegations and procedures. Advanced computer literacy in Microsoft Office applications (Word, Excel, PowerPoint). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of asset and liability suspense accounts. Extensive knowledge of debt management and book closure procedures. Knowledge of BAS (Basic Accounting System), LOGIS and PERSAL. Extensive knowledge of departmental debt policies. Excellent project management skills. Presentation skills.
<u>DUTIES</u>	:	Manage and administrate the Department's Asset and Liability suspense accounts. Analyse and manage the Departmental debt account, the reporting thereof and compilation of write-off submissions. Consolidate and provide inputs with regard to the Interim and Annual Financial Statements. Control of monthly IYM departmental reporting. Overall Human Resource Management of staff. Effective control to audit queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr DA Hendricks Tel No: (021) 483-4398
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/253</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Overberg District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Overberg District Office, Caledon
	:	Minimum educational qualification: Appropriate three-year Diploma or Degree. Experience: Appropriate experience in Finance, Revenue and NPI payments and expenditure management. Appropriate experience in budget, Revenue and expenditure control. Appropriate experience in the management of Asset and Liability Accounts and Debt management. Appropriate proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (Excel, BAS, Clinicom & Account Receivable). Excellent communication skills (verbal and written). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Responsible for overall management for all Finance, Revenue and NPI Management functions and ensure the effective and efficient application of policies and processes within the Overberg District. Responsible for effective expenditure control, budget allocations and management. Responsible for Payment and journal authorization in respect of Revenue and NPI's and all other suppliers. Preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clear Asset and liability accounts and Debt Management. Monitor & Evaluation of Revenue and NPI's within the Overberg District. Supervision of Staff and Admin support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Lamohr Tel No: (028) 214-5800
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	14 November 2025

<u>POST 40/254</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year national diploma or degree. Experience: Appropriate experience in Supply Chain Management Environment within a health environment, that focuses on the Key Performance Areas of the Post, procurement of goods and services, warehouse management and asset management. Appropriate LOGIS and EPS experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge & practical experience in LOGIS, ESL, EPS and Computer literacy Microsoft Office. Appropriate knowledge of relevant financial prescripts, departmental policies, delegations & procedures. Good verbal & written communication skills.
<u>DUTIES</u>	:	Responsible for overall management of all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. System Management including ensuring system controller functions and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial Statements. Manage all people management related functions within the component. Support supervisor in executing the hospital's strategic objectives.
<u>ENQUIRIES</u>	:	Mr M Mdodeni Tel No: (021) 370-1125
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/255</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year Diploma/ Degree in finance related. Experience: Appropriate supervisory experience in Finance Department, Experience in LOGIS and BAS. Inherent requirement of the job: A valid driver's licence. Will be required to perform overtime when necessary. Competencies (knowledge/skills): Ability to analyse and provide solutions to finance related problems. Good communication, interpersonal and organisational skills. Computer literacy (MS Office: Word, Excel, PowerPoint, email). Knowledge in processes, procedures, prescripts and legislative framework, PFMA, NTTR and PTI, and the Accounting Officer's System of the Department of Health and including delegations. In-depth knowledge of SCOA codes.
<u>DUTIES</u>	:	Support the management in executing the hospital's strategic objectives. Ensuring Budget maintenance for Victoria Hospital functional business units. Render and effective and efficient Sundry Creditors service. Render effective and efficient debt services (including monthly supplier reconciliation). Asst with the timeous and accurate reporting with regards to the Annual and Interim Financial Statements. Interpret, apply and ensure compliance with financial policies, regulations, and instructions as practiced in the public sector. Authorise transactions on LOGIS and BAS (including payments and journals). Manage assets and liabilities accounts and petty cash. Supervisory functions pertaining to the Creditors section as well as planning, training and monitoring of staff, SPMS, and other HR-related duties.
<u>ENQUIRIES</u>	:	Ms C Dyini Tel No: (021) 799-1290, email: Dyini.Chwayita@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/256</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Cape Winelands District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree within Human Resource Management or Labour Relations. Experience: Appropriate experience in PERSAL. Appropriate experience in labour relations. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Cape Winelands District area, Rural Health District and Cape Town. Competencies (knowledge/skills): Computer literacy (MS Office package). Ability to work under pressure, meet deadlines and maintain confidentiality. Ability to work independently and in a team with good report writing skills.
<u>DUTIES</u>	:	Effective and efficient rendering of Labour Relations functions including Investigations and Representing the Employer in Disciplinary matters. Assist with the facilitation, development, implementation and evaluation of LR training. Interpret and apply Labour Relations policies/prescripts and manage/monitor its effective implementation. Effective and efficient management of misconduct, grievance and dispute cases. Render an effective administrative support service to the Labour Relations.
<u>ENQUIRIES</u>	:	Ms. L Phillips Tel No: (023) 348 8183
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Cape Winelands District Office, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/257</u>	:	<u>ARTISAN FOREMAN GRADE A (ELECTRICAL)</u> Cape Winelands Health District
<u>SALARY</u>	:	R382 047 per annum
<u>CENTRE</u>	:	Brewelskloof Hospital, Cape Winelands TB Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Electrical Artisanhip. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: A valid wireman's licence. Valid (Code B/EB) driver's licence. Physically fit to perform duties. Must be available for standby duties after hours, on weekends and public holidays, and willing to work overtime when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85). Ability to fault-find and repair down to component level. Competent with hands-on practical work. Computer literacy in Microsoft Excel, Word and Power Point. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Sound knowledge of managing a workshop and staff members including all maintenance facets.
<u>DUTIES</u>	:	Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Manage risks accordance to the OHSA Act. Responsible for supervising and coordinating all maintenance functions and tasks within the Sub-District. Perform administrative related functions, management of budget and expenditure of component. Mentoring of technical staff in the application of new technologies and procedures. Ensure effective staff performance management and provide in-service training as needed. Control over equipment, tools, plant and materials. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Provided support in ordering, procurement, and inventory control of maintenance materials and equipment. Responsible for all preventative

		maintenance and maintenance requests within the sub-district. Oversee all maintenance operations in the Sub-District, ensuring optimal performance and adherence to regulatory requirements.
<u>ENQUIRIES</u>	:	Ms L Jendrissek Tel No: (023) 348-1397
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process. The pool of applications will be considered for vacancies within Brewelskloof Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/258</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Eerste River Hospital, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a finance environment. Appropriate working experience in LOGIS and BAS. Appropriate supervisory experience. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the Public Finance Management Act, Provincial Treasury Instructions and National Treasury Regulations. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Support the management in executing the hospital's strategic objectives. Render an effective and efficient Sundry Creditors service. Authorise transactions on LOGIS and BAS (including payments and journals). Render effective and efficient debt services (including monthly supplier reconciliations). Assist with the timely and accurate reporting with regard to the Annual and Interim Financial statements (Accruals). Interpret, apply, and ensure compliance with financial policies, regulations, and instructions as practiced in the public sector. Manage assets and liabilities accounts and petty cash. Ensure effective and controlled filing and safekeeping of face-value documents and payment batches. Supervisory functions pertaining to the Creditors section, as well as planning, training, and monitoring of staff, SPMS, and other HR-related duties. Attending meetings/forums and being able to give feedback to the staff.
<u>ENQUIRIES</u>	:	Ms C Solomons Tel No: (021) 902-8058
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/259</u>	:	<u>ADMINISTRATIVE OFFICER: HRD (MANAGEMENT DEVELOPMENT)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (Grade 12 or equivalent). Experience: Appropriate experience in administration and the coordination of training in the Public Service. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel the province if needed. Competencies (knowledge/skills): Appropriate knowledge and understanding of Skills Development, applicable legislation and policies. Accuracy in execution and attention to detail. Flexible and willing to handle a variety of tasks. Meeting skills. Excellent communication and interpersonal skills. Able to function in a highly pressurized environment. Strong organisational skills, and

		the capacity to plan & control own work environment by setting appropriate priorities and achieving set objectives within a given timeframe. Computer literate in MS Office package (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Stakeholder engagement. Implementation of the Workplace Skills plan through the co-ordination of training. Co-ordination of People Development strategies and projects: Bursaries, Adult learning, Management Development programme, Volunteer programme, Internship programme. Supervision of staff. Co-ordinate orientation & induction for newly appointed employees. Data management, monitoring and reporting. Provide and ensure effective support to the People Development component.
<u>ENQUIRIES</u>	:	Ms H Martin Tel No: (021) 944-9204
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates are subjected to a practical. The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three (3) months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/260</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/SUPPLY CHAIN</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, Eden, York Building, Garden Route District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with appropriate experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge in Supply Chain Management that includes System Management, Warehousing, Ordering and Assets. Appropriate experience in Finance which includes Payments, Journals and Reconciliation of Invoices and Statements. Inherent requirement of the job: Valid Code B/EB (manual) drivers' licence. Willing to travel and spend long periods away from home while placed at Health Institutions in the Western Cape. Competencies (knowledge/skills): Computer Literacy, Knowledge of Accounting, Knowledge of Supply Chain Management procedures, Knowledge of computerised Financial Management Systems.
<u>DUTIES</u>	:	Process LOGIS and BAS payments. Process orders. Performing warehouse functions. Procuring and accounting for assets. Effect transactions on LOGIS/Syspro system. Effective maintenance of the LOGIS/Syspro system
<u>ENQUIRIES</u>	:	Email: Eleanor.Vermeulen@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/261</u>	:	<u>LECTURER (PARAMEDIC) GRADE 1 TO 4 (X3 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R321 372 per annum Grade 2: R397 308 per annum Grade 3: R487 014 per annum Grade 4: R570 267 per annum
<u>CENTRE</u>	:	Emergency Medical Services, College of Emergency Care
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1 Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. -Grade 2: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Grade 4: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with the professional council: Grade 1:

Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA). **Grade 2:** Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic with CCA or NDIP. **Grade 3:** Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. **Grade 4:** Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Experience: **Grade 1:** None after registration with the HPCSA as Paramedic (CCA). **Grade 2:** 7 Years after registration with the HPCSA as Paramedic (CCA). **Grade 3:** Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. **Grade 4:** Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's - 10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 or code B driver's license. -Valid professional driver's permit (PrDP). Must be physically and mentally fit to perform the duties required. Competencies (knowledge/skills): Proficient in computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to teach and assess across all College Programmes. Ability to work in a team in Higher Education.

DUTIES : Provide effective and efficient teaching on NQF 5,6 and 8 EMC programmes. Ensure Adherence of students to College, CHE, HPCSA and DHET policies. Perform front-line vehicle duties with students and other clinical duties. Provide teaching assistance with other Clinical training programmes where required.

ENQUIRIES : Dr K Moodley Tel No: (021) 938-6220
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Successful candidates are expected to obtain a Code C1 driver's license within six months after appointment. -Shortlisted candidates will be expected to undergo a practical assessment. -Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 14 November 2025

POST 40/262 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (PAEDIATRICS) (6/8TH POST)**

SALARY : Grade 1: R297 924 per annum
 Grade 2: R347 955 per annum
 Grade 3: R407 325 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Registration with the professional council: Registration with HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist, in respect of RSA-qualified employees. 1-year relevant experience, after registration with HPCSA as an Occupational Therapist, in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with HPCSA as an Occupational Therapist, in respect of RSA-qualified employees. A Minimum of 11 years relevant experience as an Occupational Therapist after registration with HPCSA, in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience as an Occupational Therapist after registration with the HPCSA, in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist, in respect of foreign

	qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Paediatric experience. Broad knowledge base on managing a variety of Paediatric medical conditions. Knowledge of developmental, perceptual, cognitive and physical assessments and interventions for paediatric patients aged 0 – 17 years. Intermediate seating training and experience. Good interpersonal skills, organizational and planning abilities. Ability to work well within a team, and cope with the demands of a high-pressured, fast-paced working environment. Sound knowledge of relevant provincial and national legislation.
<u>DUTIES</u>	: The successful candidate will be required to deliver an effective and efficient Occupational Therapy service in the Paediatrics clinical area, as follows: Provision of OT direct patient care in the paediatric unit. Provide coverage in the work assessment unit, when required. Complete indirect patient care activities in the unit. Provision of OT student training in the paediatric unit. Management of physical and financial resources in the unit. Contribute to the progress and development of OT services, at Tygerberg Hospital.
<u>ENQUIRIES</u>	: Ms. S Ngemntu Tel No: (021) 938-5062, or email: Sharon.Ngemntu@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as an Occupational Therapist with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/263</u>	: <u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (WORK ASSESSMENT UNIT) (6/8TH POST)</u>
<u>SALARY</u>	: Grade 1: R297 924 per annum Grade 2: R347 955 per annum Grade 3: R407 325 per annum
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Professions Council: Registration with HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist, in respect of RSA qualified employees. 1-year relevant experience, after registration with HPCSA as an Occupational Therapist, in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with HPCSA as an Occupational Therapist, in respect of RSA qualified employees. A Minimum of 11 years relevant experience as an Occupational Therapist after registration with HPCSA, in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience as an Occupational Therapist after registration with the HPCSA, in respect of RSA qualified employees. A minimum of 21 years relevant experience as an Occupational Therapist after registration with the HPCSA, in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid driver's license. Willingness to travel. Competencies (knowledge/skills): Work assessment and vocational rehabilitation experience. Basic seating training and experience. Broad knowledge-base on a variety of medical conditions and management thereof. Excellent communication skills (verbal and written). Excellent report writing skills. Sound knowledge of relevant provincial and national legislation. Good interpersonal, organizational, and planning abilities.
<u>DUTIES</u>	: The successful candidate will be required to deliver an effective and efficient Occupational Therapy service, as follows: Provision of direct patient care in the work assessment unit. Providing coverage in the Paediatric clinical area, when

		necessary. Complete indirect patient care activities in the unit. Provision of OT student training in the work assessment unit. Management of physical and financial resources in the unit. Contribute to the progress and development of OT services, at TBH.
<u>ENQUIRIES</u>	:	Ms. S Ngemntu Tel No: (021) 938-5062, or via email: Sharon.Ngemntu@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/264</u>	:	<u>WORKS INSPECTOR: OCCUPATIONAL AND EQUIPMENT SAFETY SERVICES</u> Directorate: Facilities Management
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A National Diploma (T/N/S streams) or equivalent, or A N3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Experience: Appropriate experience in applying legislation and policies related to Occupational Health and Safety. Appropriate experience in Construction Safety. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. The successful candidate will be required to complete a Construction Safety Certification Course. Competencies (knowledge/skills): Project Management, Research and support in Policy Development. Practical knowledge of relevant legislation and policies related to Occupational Health and Safety and Health Care Waste Management. Good organizational, interpersonal, leadership, conflict resolution and problem-solving skills. Attention to detail and the ability to work independently. Computer literacy and thorough knowledge of computer systems (Word, Excel, PowerPoint, Outlook). People management skills. Ability to work in a team and independently. Good verbal and written communication skills.
<u>DUTIES</u>	:	Ensure WCDHW construction sites comply with relevant Occupational Health and Safety legislation, codes of practice, standards and norms. Investigate, report on and resolve Occupational Health and Safety incidents and challenges at WCDHW construction sites. Facilitate construction of Occupational Health and Safety training. Promote Occupational Health and Safety awareness at WCDHW construction sites. Maintain a construction Occupational and Health and Safety database and develop reports. Develop construction safety policies, standard operating procedures, norms and standards. Conduct construction site Occupational Health and Safety inspections to ensure contractors are complying with the approved Occupational Health and Safety file.
<u>ENQUIRIES</u>	:	Mr A Thomas Tel No: (021) 918-1233
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/265</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> West Coast District
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital, Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years

	appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Must be able to work on heights i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions, including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding mechanical/electrical and do repairs down to component level. Computer literacy in (i.e. Ms Word, Excel, e-mail and internet use).
<u>DUTIES</u>	: Installation and Maintenance. Fault Finding and Repairs. Financial Management. Human Resources Management.
<u>ENQUIRIES APPLICATIONS</u>	: Mr M Julius Tel No: (022) 913-1337 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/266</u>	: <u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING) (X2 POSTS)</u>
<u>SALARY</u>	: Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid vehicle driver's license. Perform standby duties and work overtime when required. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures.
<u>DUTIES</u>	: Repair and install systems in the plumbing field. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures. Attend to emergency breakdowns after hours and stand in when Artisan foreman is off duty.
<u>ENQUIRIES APPLICATIONS</u>	: Mr K Mgcodo Tel No: (021) 404-6251 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/267</u>	: <u>ADMINISTRATION CLERK: HRM (PERSONNEL ADMINISTRATION)</u> Cape Winelands Health District
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Cape Winelands District Office
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration. Inherent requirements of the job: Valid (Code B/EB) drivers' licence and willingness to

		travel within the district. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Basic understanding of People Management. Knowledge and experience of PERSAL and relevant functions.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave administration, distribution of paysheets/payslips, debt management, housing, verification of documents and qualifications. Assist with coordination of professional bodies for the district office and for all sub districts. Responsible for capturing transactions on PERSAL (i.e Overtime & other allowances) Assist with all personnel related audits for the district. Attend to HR enquiries from sub districts and/or refer to relevant official. Audit personnel and leave records. Performing of PILIR Administration duties and coordination thereof. Performing of ORW related duties and other enquiries thereof. Assist with compilation of training slides and other relevant information sessions matters. File personnel data, policies, regulations and circulars. Effective support service to Supervisor and colleagues.
<u>ENQUIRIES</u>	:	Mr DW September Tel No: (023) 348-8100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Cape Winelands District Office, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/268</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate Supply Chain Management experience including Procurement of Goods and Services. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Ability to function independently as well as in a multi-disciplinary team. Knowledge of LOGIS, ESL (Essential Supplier List) and Electronic Procurement System systems. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury, Regulations and Policies. Knowledge of Supply Chain Management and Finance administrative processes.
<u>DUTIES</u>	:	Demand and Acquisition of goods and services including drafting of specifications and conducting site meetings. Ensure Audit Compliance. Internal control and Supply Chain Management Reporting. Support to Supervisor, Team and end users in terms of procurement related queries.
<u>ENQUIRIES</u>	:	Mr B Silwanyana Tel No: (021) 508 7451
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/269</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Overberg District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Swellendam Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a healthcare environment. Inherent requirements of the job: Valid (Code B/EB/ C1) driver's license and willingness to travel for official duties as required. Willingness to work overtime. Competencies (knowledge/skills): Strong administrative and organisational skills, with proven ability to manage diaries, coordinate meetings, and support senior management. Computer literacy in MS Word,

	Excel, PowerPoint, and Outlook is essential for preparing correspondence, reports, and maintaining filing systems. Effective communication, interpersonal skills, and a high level of confidentiality, discretion, and accountability. Strong problem-solving skills and critical thinking abilities with a clear service-oriented approach. Practical knowledge of record management, filing, and accurate data capturing. Knowledge in patient administration systems (Clinicom, HECTIS).
<u>DUTIES</u>	: Provide executive assistance to the Medical and Clinical Manager by managing diaries, i.e. handle correspondence, maintain accurate filing and office systems. Coordinate meetings and events, prepare agendas, record minutes, and follow up on action items to ensure accountability. Support HR administration through accurate staff record-keeping, submission of leave and overtime, and assisting with training and induction processes. Manage office resources, order supplies, maintain equipment, and ensure compliance with audit requirements. Communicate and liaise and serve as the first point of contact for staff, stakeholders, and service users, Draft official correspondence, and safeguard confidential documents. Compile reports, maintain compliance records, and support audit preparation. Engage in personal and professional development to strengthen capacity and uphold professional standards.
<u>ENQUIRIES</u>	: Ms T Abrahams Tel No: (028) 514-8400
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying this post. Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/270</u>	: <u>ADMINISTRATION CLERK: ADMISSIONS</u> Cape Winelands Health District
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Franshoek Groendal Clinic (stationed at Kylemore Clinic)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work 8-hours (i.e. Monday - Friday) and also overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (MS Word, Excel and Outlook).
<u>DUTIES</u>	: Supportive administration functions and register patients on the Patient Administration System (PHCIS). Responsible for folder management: file, retrieve, archiving and disposal of folders. Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries). Data management and capturing. Supportive admin functions including e.g. preparation of folders for the next day, completion registers, etc.
<u>ENQUIRIES</u>	: Ms M Muller Tel No: (021) 808-6109
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Stellenbosch Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 14 November 2025
<u>POST 40/271</u>	: <u>ADMINISTRATION CLERK: FINANCE/ADMIN (ADMISSIONS)</u> Overberg District
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Hermanus Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in patient administration/admissions at a hospital. Inherent requirements of the job: A valid driver's license (B/EC/C1). Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Ability to work in a physically demanding environment. Competencies

		(knowledge/skills): Sound communication skills, with internal and external clients (verbal and written). Numerical skills and the ability to maintain confidentiality. Knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	:	Assess patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Responsible for handling of patient enquiries. File patient folders and documents daily. Record keeping, trace old folders, compile new folders and destruction of folders. Report IOD and MVA cases.
<u>ENQUIRIES</u>	:	Ms CE Langley Tel No: (028) 312-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/272</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Overberg District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the EPS. Inherent requirements of the job: Valid B/C1/EB driver's license. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal).
<u>DUTIES</u>	:	Perform tasks related to procurement administration, such as inviting of quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overstrand Sub-district which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.
<u>ENQUIRIES</u>	:	Ms CE Langley Tel No: (028) 312 1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/273</u>	:	<u>ADMINISTRATION CLERK: SUPPORT SERVICES</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in line with the Duties (key result areas/outputs). Inherent requirements of the job: Ability to manage multiple priorities and work independently. Competencies (knowledge/skills): General office administrative skills. Knowledge of Clinical Services, Radiology, Wards, and Pharmacy. medico-legal documentation (J88 forms), Knowledge of RAF processes. Strong organizational and communication skills. Working knowledge of HR processes, Computer literacy (MS Word, Excel and Outlook) and familiarity with government systems.

<u>DUTIES</u>	:	General Office management. Prepare and verify Commuted Overtime (COT) and additional overtime forms for doctors. Prepare monthly Subsistence and Travel (S&T) claims for staff. Ensure timely submission to HR and follow up on non-compliance. Maintain an accurate leave register for all staff. Ensure leave forms are captured, submitted, and signed for by HR. Support Radiology, Wards, Supply Chain, and Pharmacy when needed. Manage RAF documentation and submit locum requests. Manage J88 forms and medical documentation and liaise with legal entities (NPA, private lawyers) and maintain form registers. Prepare affidavits when necessary. Attend relevant training courses. Orientate, train, and supervise interns within the component.
<u>ENQUIRIES</u>	:	Dr J Brownbridge Tel No: (022) 487-9200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/274</u>	:	<u>FOOD SERVICES SUPERVISOR</u> Central Karoo District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate Grade 10 or ABET Level 4. Experience: Appropriate Food Service Experience in an Industrial Food Services Unit, within a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Valid Code B/EB driver's licence Willingness to work shifts (weekends and public holidays). Competencies (knowledge/skills): Good communication skills (read, speak and write) and numerical skills. Knowledge and skills with regards to the operational procedures in an Industrial Food Services Unit. Appropriate knowledge of WCHD Food Service Policy and monitoring process, hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV) Ability to effectively multi-task, function independently and under pressure.
<u>DUTIES</u>	:	Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement and maintain an effective food services financial management system to ensure that food expenditure remains within the budget. HR relative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.
<u>ENQUIRIES</u>	:	Ms M De Koker Tel No: (023) 414-8200
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing. The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/275</u>	:	<u>ARTISAN ASSISTANT (PLUMBING)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience and knowledge in Plumbing field. Inherent requirements of the job: Required to do standby duties and work overtime Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Perform general plumbing duties and maintenance. Effectively install and maintain all water pipes, sewerage system, valves and stopcocks. Unblock

		drains, toilets, basins and sluices. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Detect and repair faults in the working environment. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Supervise work schedule for the division and assist in supervising and training of staff. Assist other departments when it's required
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/276</u>	:	<u>ARTISAN ASSISTANT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10/Std 8 certificate (or equivalent). Experience: Appropriate experience of maintenance of Building/ Electrical / Plumbing / Air-Conditioning / Carpentry / Painting / Mechanical components & related fixtures as an Artisan Assistant. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B/EB) driver's licence. Must be willing to work on a rotation basis in the artisan Cadre's as the need arises. Ability to perform standby and overtime duties when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475.
<u>DUTIES</u>	:	Carry out minor maintenance and repairs of related fixtures and components. Maintenance, installations, repair modify and manufacture items, equipment, and machines under the supervision of the Supervisor. Routine maintenance and repairs of equipment, plant, and tools Maintenance & repairs of furniture equipment, carpentry, and painting. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties. Effective support to Supervisor. Manage & control over tools, equipment, material, and stock. Responsible for basic administration work as well as completing job cards.
<u>ENQUIRIES</u>	:	Mr J Petersen Tel No: (021) 503-5036
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/277</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL) (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in general electrical work. Inherent requirement of the job: Willingness to perform overtime duty when required. Competencies (knowledge/skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Electrical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plant-rooms, plant, equipment and work area in a

		clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/278</u>	:	<u>ARTISAN ASSISTANT (PAINTING) (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience of doing building maintenance and repairs by painting, glazing, and spray-painting equipment and furniture. Competencies (knowledge/skills): Ability to plan (pro-active), work independently as well as in a team and it would be required for the officer to learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Carry out minor maintenance and repairs by painting, glazing, and spray-painting of hospital buildings. Assist with repairs and emergency breakdowns, and with the repairs of broken windows, furniture and equipment. Assist with the planning and décor of new installations and alterations, control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan in the execution of their respective duties.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/279</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (SURGERY FEMALE)</u> Chief Directorate Rural Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as an Enrolled Nurse Assistant. Registration with the professional council: Registered with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience after registration with the SANC as an Enrolled Nurse Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience after registration with the SANC as an Enrolled Nurse Assistant. Inherent requirements of the job: Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines.

<u>DUTIES</u>	:	Effective utilization of physical and financial resources. Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care Maintain professional growth/ ethical standards and self-development
<u>ENQUIRIES</u>	:	Ms AL Solomons Tel No: (021) 860-2504 or email: anthea.solomons@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applications will be considered for vacancies within Paarl Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/280</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Kyamandi CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Nursing Assistant. Registration with the Professions Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms MM Muller Tel No: (021) 808-6109
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Stellenbosch Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025

<u>POST 40/281</u>	:	<u>STERILISATION OPERATOR PRODUCTION (CSSD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a health related environment. Inherent requirements of the job: Basic literacy, both written and verbal. Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a cooperative way within a team context.
<u>DUTIES</u>	:	Collect and deliver soiled and clean linen and packs to and from the theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontamination, pack, and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, disinfecting instrument washing machines, and autoclaves. Maintain equipment in optimum working condition. Cost-effective utilisation of resources, monitoring, control, and maintaining adequate stock levels. Report and assist with the investigation of lost instruments/equipment. Support to the supervisor and team members.
<u>ENQUIRIES</u>	:	Ms C Stoltz Tel No: (021) 902 -8010
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/282</u>	:	<u>LINEN STORES ASSISTANT</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience on handling of linen in a hospital environment. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, public holidays and overtime when required. Competencies (knowledge/skills): Good verbal, as well as written communication skills. Must be physically able to lift heavy objects and stay for long hours on your feet. Must be able to do laundry duties, i.e. stocktaking, delivering linen and assisting audits in wards (hospital). Knowledge of stock and infection control.
<u>DUTIES</u>	:	Ensure that wards and institutions are provided with clean linen timeously. Assist with loading of linen in/out of laundry vehicles. Assist with delivering of linen to different departments or wards. Collection of soiled linen from the departments. Counting of linen daily and perform monthly stock taking. Support supervisor and relieve in other departments when needed.
<u>ENQUIRIES</u>	:	Mr A Van Vuuren Tel No: (022) 709-5096
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/283</u>	:	<u>GROUNDSMAN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Eerste River Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a health-related environment. Appropriate experience of workshop tools. Inherent requirements of the job: Willingness to travel. Physically fit to do manual labour. Willingness to work overtime.

		Competencies (knowledge/skills): Ability to handle tools, parts, and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	Effective maintenance and cleaning of grounds. Moving of assets and equipment in a safe manner. Effective removal of domestic and medical waste. Clear areas where work has been carried out. Responsible for the maintenance of machinery and equipment within the grounds department. Ensure that tools and materials are available when needed. Administration and support to colleagues and supervisor.
<u>ENQUIRIES</u>	:	Ms E Scholtz Tel No: (021) 902-8061
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Groundsman posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	14 November 2025
<u>POST 40/284</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Central Karoo District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Central Karoo District Office, (Chronic Medicine), (Stationed at Beaufort West Hospital)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (C1/EC) (Code 8) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Willingness to perform administrative and relief duties when needed in the Support component of the Institution. Competencies (knowledge/skills): Appropriate knowledge of Government Motor Transport Handbook 1 of 2019 and Circular 4 of 2000. Appropriate knowledge of routine, maintenance, inspections for defects on vehicles, and safe driving skills. Ability to accept accountability and responsibility and to work independently, unsupervised and in a team. Good interpersonal, communication skills. Ability to handle heavy objects.
<u>DUTIES</u>	:	Transport goods, services, clients and personnel from one point to another. Maintenance of prescribed logbooks, trip authorities and administrative duties of driving. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Support to supervisor.
<u>ENQUIRIES</u>	:	Ms M De Koker Tel No: (023) 414-8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing. The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	14 November 2025