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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 OF 2025

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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

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF ECONOMIC DEVELOPMENT ENVIRONMENT, CONSERVATION AND TOURISM. Kindly note that the following X3 posts were advertised in Public Service Vacancy Circular 39 dated 24 October 2025, Assistant Director: Graphic Designer with Ref No: 23/DEDECT/2025/NW, Senior Communication Officer: Media Liaison with Ref No: 35/ DEDECT/2025/NW and Graphic Designer with Ref No: 42/DEDECT/2025/NW; the posts should be amended as follows: Assistant Director: Graphic Designer with Ref No: 23/DEDECT/2025/NW, The job title should read Graphic Designer and not Assistant Director. Senior Communications Officer: Media Liaison with Ref No: 35/DEDECT/2025/NW, Salary: R397 116 per annum (Level 08). Graphic Designer with Ref No: 42/DEDECT/2025/NW, The job title should read Communication Officer and not Graphic Designer. The closing date is extended to 14 November 2025.

PROVINCIAL ADMINISTRATION: LIMPOPO DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY:

1. Kindly take note that the posts advertised in Public Service Vacancy Circular 33 dated 12 September 2025, The Department of Transport and Community Safety hereby addresses the omission that were made in the above-mentioned Circular. We would like to clarify that the following posts are specifically designated for Persons with Disabilities: Administrative Officer: Facilities and Auxiliary Services with Ref No: LDTCS M2/2025, Administrative Officer: Operating Licenses with Ref No: LDTCS C1/2025, Administration Clerk: Natis with Ref No: LDTCS W4/2025, Finance Clerk: Contravention and General Admin with Ref No: LDTCS M4/2025 for Mopani must use Ref No: LDTCS M7/2025, Switchboard Operator Ref No: LDTCS S5/2025, for Sekhukhune must use Ref No: LDTCS S4/2025. **2.** Please note that the post of Transport Safety Officer: Sekhukhune with Ref No: LDTCS S3/2025 has been removed from the current advertisement. This is due to its prior inclusion in Circular 24 of 2025. **3.** The Department also noted some discrepancies in terms of reference numbers on the Public Service Vacancy Circular and Departmental circular. The applicants must use the following reference numbers: State Accountant: Revenue and Debt x2 Mopani (Ref no. LDTCS M3/2025), Vhembe (Ref no. LDTCS V5/2025. The Notch is R325 101 per annum (Level 7). Finance Clerk: Contravention and General Admin, Mopani (Ref: LDTCS M4/2025) and (Ref LDTCS M7/2025). The applicants must use Ref LDTCS M7/2025, Registry Clerk: Records and Registry Services, Mopani (Ref no. LDTCS 6/2025), Tradesman Aid: Vhembe (Ref no. LDTCS V8/2025), Groundsman x2 Vhembe (Ref no. V9/2025). Administrative Officer: Contravention and General Admin x 2 (Vhembe and Waterberg). Waterberg Ref. LDTCS W4/2025), Administration Clerk: NATIS. Waterberg Ref LDTCS W5/2025., Administration Clerk: Contravention and General Admin. Mopani Ref LDTCS M5/2025, Switchboard Operator. Sekhukhune (Ref. LDTCS S4/2025). **4.** Please note that the closing date for applications has been extended to 21 November 2025, those who have already submitted their applications in response to the initial advertisement do not need to reapply. Their submissions will be considered as part of the updated process.

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DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Centre: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities.
- CLOSING DATE** : 21 November 2025 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.
- NOTE** : For the re-advertised post, candidates who previously applied need to re-apply. All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. With regard to the SMS post, a pre-entry certificate from the National School of Government (NSG) is required from all applicants prior to appointment. The full details of the SMS pre-entry course are obtainable on: <http://www.thensg.gov.za/training/course/sms-pre-entry-programme/>. All shortlisted 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, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Kindly indicate the reference number on the subject line for emailed applications. Indicate the reference number and position you are applying for on your application form (Z83) and post OR email your complete application to the address as indicated below. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

MANAGEMENT ECHELON

<u>POST 41/01</u>	:	<u>DIRECTOR: LOGISTICS REF NO: HO 2025/11/01</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Centre: National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Logistics/Financial Management or equivalent. [5] years of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literate. Valid driver's licence. Required knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Policy development, analysis, monitoring, evaluation and implementation advice. Knowledge and understanding of Public Service policies, mandates and prescripts. Financial Management. Applied strategic thinking. Knowledge and strong understanding of the PFMA. Project Management, presentation and report writing. Service delivery standards, project and programme management. Decision making and problem solving. Networking/liaison with stakeholders. Negotiation, organizing and communication skills. Conflict management, analytical thinking and Information collection.
<u>DUTIES</u>	:	Manage the logistics and assets of the department and the formulation of policies in line with relevant legislation, regulations and frameworks. Manage the inventory of the department. Oversee the effective implementation of logistic policies. Formulate policies pertaining to logistical services and the procurement process of semi-official tele-phones. Manage the electronic implementation and maintenance of logistics policies and procedures within the PAS 26. Act as vice-chairman for the forum of logistical aspects (forum involving the public service). Manage loss control and disposal management in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage and oversee departmental asset losses. Manage and oversee the disposal of assets. Manage the transport of the department in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Monitor the coordination of subsidized vehicles. Manage the effective and efficient use of departmental transport. Manage the maintenance of vehicles and losses. Manage and oversee the provisioning administration effective system training. Manage provisioning administration system training. Manage provisioning administration operational training. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 41/02</u>	:	<u>DIRECTOR: GENDER AND EMPLOYMENT EQUITY REF NO: HO 2025/11/02</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Centre: National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Business Management/Business Administration or equivalent qualification. 5 years' experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required knowledge Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing

		public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Develop the business plan in line with the strategic objectives of the department. Ensure mainstreaming and integration of gender issues in the departmental strategies and programs. Assist in building solid gender equity and equality understanding within the department. Develop, monitor and ensure the promotion and implementation of strategies for gender mainstreaming and promote women empowerment, gender equity and equality. Plan and establish a framework for stakeholders' interface and participation. Provide guidance on the development of a new employment equity (EE) plan and monitor implementation thereof. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES NOTE</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
	:	Appointment under the Correctional Services Act
<u>POST 41/03</u>	:	<u>DIRECTOR: ADMINISTRATION REF NO: HO 2025/11/03</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 289 127 per annum, all-inclusive package
	:	National Centre: National Head Office
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science or equivalent. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management, Client orientation and customer focus. Problem solving and analysis. Service delivery Innovation. Decision making, People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Assist in establishing the strategic direction of the component to ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the components balance scorecard. Formulate, implement and report on all strategic frameworks in the area of functional responsibility. Effectively deal with and ensure consolidation of all strategic reports. Ensure and oversee the development and implementation of policies, directives, acts and regulations. Provide leadership and high-level coordination of the workflow in the office of the Commissioner. Develop and implement sound, effective and efficient administrative systems and work flow procedures. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174

<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 41/04</u>	:	<u>DIRECTOR: LITIGATIONS REF NO: HO 2025/11/04</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management, Client orientation and customer focus. Problem solving and analysis. Service delivery Innovation. Decision making, People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.
<u>DUTIES</u>	:	Manage litigation risks in the department. Develop and implement litigation risk mitigation plans within DCS. Represent the department's interests on litigation matters. Determination of culpability of officials who caused liability to the Department. Provide legal advice to management on prominent legal issues involving the department. Conduct litigation trends analysis and advise management on high risk areas as well as the required interventions. Manage contingent liabilities for the department. Provide leadership and strategic direction within the chief directorate. Provide strategic direction and leadership to the directorate to ensure alignment with departmental objectives. Develop operational plans to give strategic direction to the directorate by managing & coordination of activities. Align individual performance to the strategic business objectives as outlined in the component's operational plans. Implement and report on strategic frameworks in the area of functional responsibility. Monitor and evaluate the attainability & sustainability of performance standards as per departmental objectives. Provision of legal support to management for decision making. Ensure effective management of the directorate in order to ensure effective service delivery. Take decisive actions on various legal matters and assess contentious and controversial issues. Establish value adding relations with internal and external stakeholders. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 41/05</u>	:	<u>DIRECTOR: CODE ENFORCEMENT REF NO: HO 2025/11/05</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and

	traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills, strategic capability and leadership. Policy development, communication, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation and decision making. People management and empowerment. Integrity and honesty. Confidentiality and interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness and ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	: Ensure effective risk management within the directorate in compliance with the risk management plan of the department. Conduct disciplinary hearings/appeals/conciliations/arbitrations against transgressing officials relating to corruption, theft, fraud and other serious malpractices in compliance with the disciplinary code and procedure. Monitor implementation of sanctions imposed during disciplinary hearings. Capacity building for chairpersons and initiators of disciplinary hearing cases. Responsible for ad-hoc tasks such as the development/updating of the correctional services delegations, correctional services act/regulations and incarceration framework. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	: National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	: Appointment under the Correctional Services Act.
<u>POST 41/06</u>	: <u>DIRECTOR: AREA COMMISSIONER</u>
<u>SALARY</u>	: R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	: Limpopo, Mpumalanga and North West region Limpopo, Mpumalanga and North West region: Thohoyandou Ref No: HO 2025/11/06 Western Cape: Drakenstein Ref No: HO 2025/11/07
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/LLB/Criminology/Criminal Justice/Social Sciences or equivalent qualification. (5) years' experience at a middle management/senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information. Management of human resource, finance and assets.

ENQUIRIES : National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
NOTE : Appointment under the Correctional Services Act.

POST 41/07 : **DIRECTOR: HEAD OF CORRECTIONAL CENTRE REF NO: HO 2025/11/08**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : Gauteng region: Kgosi Mampuru II Local Remand Detention Facility
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years' of experience at a middle/senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Top secret security classification will be an added advantage. Successful completion of corrections science learnership/basic training. Experience and knowledge of the South African Correctional System and Criminal Justice System. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

DUTIES : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders are at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
NOTE : Appointment under the Correctional Services Act.

POST 41/08 : **DIRECTOR: LEGAL CONTRACT MANAGEMENT REF NO: HO 2025/11/09**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant

experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Understanding of Public Service policy and legislative framework, Assertiveness, and knowledge of relevant mandates and prescripts. Financial management skills, strategic capability and leadership. Legal drafting and advice. Communication skills, project and programme management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality.

DUTIES

: Manage the drafting, editing and checking of legal contracts in commercial and international agreements, memoranda of understanding, memoranda of agreement, service level agreements and implementation protocols. Facilitate concession agreements. Provide legal advice on processes/procedures pertaining to commercial and international agreements. Ensure that the interests of the department are safeguarded in all agreements and memoranda of understanding. Provide advice to directorate contract management on compliance matters. Establish reporting requirements that need to be followed by the participants. Advise department on its contractual rights and obligations in all agreements. Manage litigation in contract related matters. Strengthen the department's legal capacity during negotiations on agreements, contracts and litigation. Oversee and manage a detailed legal analysis of contracts. Provide legal advice and support to management regarding interpretations, legal liability exercising of power and other legal matters. Advise and ensure compliance by the department to international organisation's requirements. Monitor the implementation and provide advice on the interpretation and application of all pieces of legislation. En-sure the execution of judicial acts e.g. write offs/recovery of debts, losses and damages to state property/assets and settlements with persons entered into legal relationship with the department. Draft documents for state attorneys and state law advisors to provide formal legal advice/opinion to the department. Conduct legal research continuously for legal opinion drafting. Assist the department in developing sound policies, i.e .legal support in relation to policy formulation, by vetting, editing policies and legal certification to ensure that the departmental policies are in conformity and compliance with the constitution and other national legislation and directives. Liaise, negotiate with and instruct the offices of the State Attorney, Chief State Law Advisor and Solicitor-General and private practicing lawyers and advocates in private practice. Represent the department at various fora on legal matters. Develop working relationships across diverse groups of stakeholders. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES NOTE

: National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
: Appointment under the Correctional Services Act.

POST 41/09

: **DIRECTOR: CORRECTIONAL ADMINISTRATION REF NO: HO 2025/11/10**

SALARY CENTRE REQUIREMENTS

: R1 289 127 per annum, all-inclusive package
: National Head Office
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. [5] Years' experience at a middle/senior managerial level in a similar environment. Exposure and sound knowledge of the South African Correctional and Criminal Justice system. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial management. Facilitation. Change

management. Problem solving and decision making. Time management. Understanding of public service policy and legislative framework. Service delivery and innovation. People management and empowerment. Client orientation and customer focus. Honesty and integrity. Knowledge and skills in project management. Ability to perform under pressure and analysis of performance information.

DUTIES

: Provide strategic leadership and direction on strategy, annual performance plans and activities. Facilitate the development, review and enhancement of policies, policy procedures, operating standards and systems and administrative controls and reporting tools for incarceration and corrections. Provide support and monitor compliance with applicable departmental legislation and policies with regard to implementation of unit management and provision of work opportunities for sentenced offenders. Coordinate the strategy to down manage overcrowding. Monitor compliance and service delivery improvement through monitoring and evaluation visits to regions. Attend cluster meetings and other meetings with various stakeholders. Liaise and coordinate with internal role players, inter-governmental and non-governmental institutions. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES
NOTE

: National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
: Appointment under the Correctional Services Act.

DEPARTMENT OF DEFENCE



CLOSING DATE : 21 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 41/10 : **REGISTRY CLERK: SUPERVISOR REF NO: GSU/01/41/25/01**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : SA Army Signal Formation Gauteng Signal Unit. Geo Location: JSB Garrison
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in records administration. Special requirements (Skills needed): Basic Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.

DUTIES : The successful candidate will be expected to perform the following duties: Supervising of filing office. Apply effective control over the receipt, circulation, record keeping and dispatching of official documentation and correspondence. Ensure supervision of the dispatch Section. Ensure that the receiving, processing, record keeping and handling of official documents are in accordance with policy and procedure. Exercise the provision of guidelines for Record Administrators. The guiding of clients with regards to Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Unit. Conducting spot checks. Supervising over archiving of files in accordance with policy and procedure. The providing of inputs to the Unit with regards to work procedures. The assisting with regards to career development of subordinates

		and the control of disposal of records (i.e. transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES</u>	:	WO1 M.M. Lethoko Tel No: (012) 674 4832
<u>APPLICATIONS</u>	:	Department of Defence, Gauteng Signal Unit, Private Bag X1038, Thaba Tshwane, 0143 or hand deliver to Stephanus Schoeman Street, Thaba Tshwane, Pretoria 0144 or email to hennie.bothma@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 41/11</u>	:	<u>REGISTRY CLERK: SUPERVISOR REF NO: SIGFMN/01/41/25/02</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SA Army Signal Formation MOD Signal Unit. Geo Location: LIW Lyttelton.
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in records administration. Special requirements (skills needed): Basic Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Supervising of filing office. Apply effective control over the receipt, circulation, record keeping and dispatching of official documentation and correspondence. Ensure supervision of the dispatch Section. Ensure that the receiving, processing, record keeping and handling of official documents are in accordance with policy and procedure. Exercise the provision of guidelines for Record Administrators. The guiding of clients with regards to Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Unit. Conducting spot checks. Supervising over archiving of files in accordance with policy and procedure. The providing of inputs to the Unit with regards to work procedures. The assisting with regards to career development of subordinates and the control of disposal of records (i.e. transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES</u>	:	Ms C.S. van Schalkwyk Tel No: (012) 355-5629
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Signal Formation, MOD Signal Unit, Private Bag X161, Pretoria, 0001 or hand deliver to 630 Armscor Building, Cnr Nossob and Boeing Street, Erasmuskloof, Pretoria or email to Mageti.Mohlala@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 41/12</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: 5SAIBN/01/41/25/03</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	5 SAI Bn, Lady Smith
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' relevant experience in human resource management. Special requirements (Skills needed). Computer skills. Planning and organising. Language skills. Good verbal and written communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedure in terms of working environment.
<u>DUTIES</u>	:	Supervise and take more complex implementation and maintenance of Human Resource administration practices and probatory periods. Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances, termination of service. Noticas, Awol Administration Recommend (approve transactions on PERSOL according delegations. Final authorisation should happen at a higher level. Performance management. Prepare reports on HR admin issues and stats. Studies at State Cost, Transfers, Detached duties, Corps Transfers, Contract Renewals, HR provisioning (Recruitment and

		Selection, Appointments, verification of qualification, and secretariat functions at interviews,
<u>ENQUIRIES</u>	:	Capt Kubheka Tel No: (036) 271 3094
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 5 SAI Bn, Private Bag X99114, Ladysmith, 3307 or may be hand delivered to 1 Harrismith Road, Ladysmith, 5 SAI Bn Military Base or email to 5saioptions@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 41/13</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: 6SAIBN/01/41/25/04</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	6 SAI Bn, Grahamstown
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in human resource management. A post grade 12 qualification will serve as an advantage. Special requirements (Skills needed). Computer skills. Planning and organising. Language skills. Good verbal and written communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedure in terms of working environment.
<u>DUTIES</u>	:	Supervise and take more complex implementation and maintenance of Human Resource administration practices and probatory periods. Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances, termination of service. Noticas, and Awol Administration. Recommend and approve transactions on PERSOL according delegations. Final authorisation should happen at a higher level. Performance management. Prepare reports on HR admin issues and stats. Studies at State Cost, Transfers, Detached duties, Corps Transfers, Contract Renewals, HR provisioning (Recruitment and Selection, Appointments, verification of qualification, and secretariat functions at interviews).
<u>ENQUIRIES</u>	:	Capt King Tel No: (046) 602 2103
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140 or may be hand delivered to Cradock Road and Golf Course Road Military Base or email to imsc.6sai@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 41/14</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: ASBEC/01/41/25/05</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	ASB Eastern Cape
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in human resource management. Special Requirements (Skills needed): Applicants with prior learning, either by means of experience or alternative courses may also apply. computer literate, PERSOL and leave course.
<u>DUTIES</u>	:	Supervise and take more complex implementation and maintenance of Human Resource administration practices include provision recruitment and selection. Implement conditions of service and service benefits including medical and injury on duty. Terminate of service. Recommend transactions on PERSOL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Perform maintenance functions. Management of Attendance Registers. Leave administration. Collect and distribute salary advices within the unit against signature. Collect and distribute IRP5s against signature. Deal with uniform and civilian employees maintenance administration. Assist as checker for maintenance transactions captured on PERSOL.
<u>ENQUIRIES</u>	:	WO1 Z.C Mdokwe Tel No: (041) 505 1237 or Ms S. Van der watt Tel No: (041) 505 1248
<u>APPLICATIONS</u>	:	Department of Defence South African Army Support Base Eastern Cape, PO Box 13419, Humewood, Port Elizabeth, Eastern Cape, 6013 or may be hand

		delivered to Army Support Base EC, Willow Drive, Forest Hill Port Elizabeth, 6001 or email to: Erika.VanTonder@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 41/15</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: SUPERVISOR REF NO: AAFMNHQ/01/41/25/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	SA Army Armour Formation HQ, Pretoria
	:	Grade 12 or equivalent with a minimum of three (3) years' relevant experience in office administration. Special Requirements (Skills needed): Computer literacy in CALMIS. Computer literacy and logistical administrative activities, understanding of relevant policies, standards, analytical skills.
<u>DUTIES</u>	:	Receiving and issuing of stock, demand stock from depot and capturing of all accounting actions on CALMIS, complete quality administration of demands and returns. The maintenance and management of building or facilities. To assist in reporting breakages to ASB facility call desk to appoint a contractor, in logging all breakages in a register, to receive contractor and escort them to correct building in keeping records of all work completed, with the follow up register of outstanding jobs, report any irregularities like stoppages and damages on building to barrack clerk, in the handing and taking over of buildings, in preparing inventories for every buildings, to ensure that a key register is in place and is kept up to date.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S.B. Bambo Tel No: (012) 355-2891
	:	Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or email to armourhq@gmail.com
<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 41/16</u>	:	<u>SECRETARY REF NO: ADAFMN/01/41/25/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Air Defence Artillery Formation Headquarters (ADA FMN HQ)
	:	A minimum of Grade 12 or equivalent, experience in the Administration/Secretarial and an appropriate academic qualifications in the field will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communicate well with people from different levels. Knowledge of Ms Word, Excel, Power point and Lotus note. Typing skills. Ability to operate office equipment (fax, scanner, photocopies and internet). Good interpersonal skills and organisational skills. Higher levels of professionalism and reliability. Ability to act with tact and discretion. Good telephone etiquette. Self-motivation and flexible. The successful candidate will be required to obtain a Security Clearance within a year of employment.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Provides secretarial and clerical support to the Directorate. Receive telephone calls and refers the calls to the correct role players. Operate office equipment like fax machine and photocopiers. Coordinate all travel and related logistical arrangements for the Director. Compile and submit subsistence and travel (S&T) claim. Arrange meetings and events for the Director. Identify venues, invite role players, organize refreshment and sets up schedules for meetings and events. Record basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the Directorate. Manage incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Warrant Officer A. Macdonald Tel No: (012) 355 2427
	:	Department of Defence SA Army Air Defence Artillery Formation, Private Bag X123, Pretoria, 0001 or Hand deliver at SA Army Air Defence Artillery Formation, Corner Patriot and Karelboom Street, Sebokeng complex Block H 1, Pretoria 0001 or email to Beauty.msiza@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 41/17</u>	:	<u>SECRETARY REF NO: ARMYHQ/01/41/25/08 (X7 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	SA Army Headquarters Unit, Dequar Road, Pretoria
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Good Communication skills. Language proficiency in English (written and verbal). Sound planning, organisational, and coordinating skills. Good telephone etiquette. Computer literate (i.e. MS Word, MS PowerPoint, and MS Excel). Ability to interact well with people at all levels. Ability to pay attention to details. Must be creative and innovative. Excellent secretary skills. High level of reality. Ability to act with tact and discretion. Ability to search and analyse documents and situations. The successful candidate must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Type/write documents, memorandums, letters, and reports. Deal with classified documents and files. Arrange venues and events, and invite role players. Arrange accommodations and traveling substance S&T advances and claims for the Chief Director Force Structure Elements.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 X.M. Mpongoshe/ Ms E.T. Nyakhulalini Tel No: (012) 355 1455/1602
	:	Department of Defence, SA Army Headquarters Unit (Army Headquarters) Dequar Road, Private Bag X981, Pretoria, 0001 or hand deliver at SA Army Headquarters Unit, No 1 Dequar Road or email to putswelithakanyane@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 41/18</u>	:	<u>SECRETARY REF NO: ASBBFN/01/41/25/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	ASB Bloemfontein
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (skills needed): Computer literate (MS Word, Power Point, Access and Excel). Typing skills. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability 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>	:	A successful candidate will be required to perform the following duties: Answer telephone, make telephone calls on behalf of the GOC, canalize telephone calls to the relative division of the department , arrange meetings, take notes and do typing for the GOC, update diary, make arrangements for the GOC journeys, and accommodation , book accommodation for meetings, submit claims for accommodation expenditure, receive visitors and prepare refreshments, collect newspapers clippings of reports which maybe of importance to the GOC.
<u>ENQUIRIES APPLICATIONS</u>	:	Major V.L. Fokase/ Ms N.P. Mgezana: Tel No: (015) 402 1120/1093/0739
	:	Department of Defence, Army Support Base Bloemfontein, Private Bag X20599, Bloemfontein, 0700 or may be hand delivered to Army Support Base Bloemfontein, Nelson Mandela Drive, Universitas, Bloemfontein, 9301 or email to hlengiwe.mbuyazi@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 41/19</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: INFSC/01/41/25/10 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Infantry School, Oudtshoorn
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Special requirements (Skills needed): Ability to communicate effectively (verbal and written) in English, reasoning, problem solving ability and initiative. Ability to work in team and individually. Basic numeracy and literacy skills. Ability to perform routine tasks.
<u>DUTIES</u>	:	Receive and register job cards from clients. Function according to the latest Instruction that has been received from the Formation Headquarters. Ensure completeness of the work to be done and that it is clearly indicated to whom it must go and the contact person is contacted. Placing completed jobs in sorters or folding machines. Assist with carting, binding and laminating of all work that has been done. Safe keeping and maintenance of all equipment. Ensure the environment is always well ventilated and ensure locking of the working environment and all machines are off. Ensure confidentiality with regards to all documents classified and handed in for printing. Assist with the receiving and handing out after printing of all documents. Ensure to be up to date with the SANDF safety regulations with regards to machinery. Completed work must be placed in correct sections of the unit. Accurateness with reproduction process and neatness with reproduction process. Cleaning and up keeping of photo copy machines in the Media and Repro Centre. Report any damage/losses immediately to Media Centre Coordinator.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj Bestbier Tel No: (044) 203 4029
	:	Department of Defence, SA Army, Infantry School, Private Bag X643, Oudtshoorn, 6620 or may be hand delivered to Park Road, Oudtshoorn or email to imsc.infsc@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 41/20</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: 46SABDE/01/41/25/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	46 SA BDE HQ, Johannesburg
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Special requirements (Skills needed): Knowledge of the Public Service Regulatory Framework. Knowledge of various filing systems. Computer literacy, Verbal and Written Communication Skills. Clerical and Administration. Analytical thinking. Problem solving.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set out by the HQ Commander. Keep a complete record of all equipment in the stores, ensure that unserviceable equipment are written off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to the prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col T.M. Hloka and WO1 M. Botha Tel No: (011) 417 6036/6224
	:	Department of Defence, 46 SA Brigade Headquarters Private Bag X2, Kengray, 2100 or may be hand delivered to 222 Cumberland Road South Kensington Kengray or email to Tlou.Hloka@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 41/21</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: ATTC/01/41/25/12</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	SA Army Technical Training Centre
<u>REQUIREMENTS</u>	:	A minimum Grade 12 (NQF Level 4) or equivalent. Experience in administration environment will be an added advantage. Special requirements (Skills needed): Knowledge of the Public Service Regulatory Framework. Knowledge of various filing systems. Computer literacy, Verbal and Written Communication Skills. Clerical and Administration. Analytical thinking. Problem solving.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set out by the HQ Commander. Keep a complete record of all equipment in the stores, ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archive must be done according to the prescripts.
<u>ENQUIRIES</u>	:	Maj L.A Balane Tel No: (012) 671 0313 and Ms V.Mdokwe Tel No: (012) 671 0189
<u>APPLICATIONS</u>	:	Department of Defence SA Army Technical Training Centre, Private Bag X06, Littelton, 0140 or hand deliver to Technical Training Centre, 61 Avro road Tek Baser 0140 or email to asfinvitations@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 41/22</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SUEC/01/41/25/13</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SA Army Signal Formation. Eastern Cape Signal Unit. Geo Location: 6 SAI Bn - Grahamstown.
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
<u>ENQUIRIES</u>	:	Ms C.W. Turner Tel No: (041) 505 1186
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Signal Formation, Eastern Cape Signal Unit, P.O. Box 438, Humewood, Port Elizabeth, 6013. or email to: Ndumiso.majozi@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 41/23</u>	:	<u>SWITCHBOARD OPERATOR REF NO: ASBLP/01/41/25/14</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SA Army Signal Formation, Limpopo Signal Unit. Geo Location: Polokwane
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.

<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 T.J. Mabasa Tel No: (015) 299-3619
	:	Department of Defence, Limpopo Signal Unit, Private Bag X9304, Polokwane, 0700 or hand deliver to 345 Gateway Road, Polokwane, 0700 or email to Tlou.Seema@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 41/24</u>	:	<u>SWITCHBOARD OPERATOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 04)
	:	SA Army Signal Formation MOD Signal Unit. Geo Location: Armscor Erasmuskloof Ref No: SIGFMN/01/41/25/15a
	:	1 Mil Hosp - Thaba Tshwane Ref No: SIGFMN/01/41/25/15b
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs C.S. van Schalkwyk Tel No: (012) 355-5629
	:	Department of Defence, SA Army Signal Formation, MOD Signal Unit, Private Bag X161, Pretoria, 0001 or hand deliver to 630 Armscor Building, Cnr Nossob and Boeing Street, Erasmuskloof, Pretoria or email to: Mageti.Mohlala@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 41/25</u>	:	<u>STORES ASSISTANT REF NO: 9SAIBN/01/41/25/16 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	9 SAI Bn, Cape Town
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Ensure stores are clean and neat. Prevent unauthorized personnel from gaining access to the stores. Ensure accurate filing and documentation of all demands, receipts, storage and issuing of equipment. Ensure that upon receiving stock from transit it must be properly counted and binned. Ensure accurate marking with bin numbers, ICN and description of items. Accompany counting team during stock takes and ensure correct totals are captured. Ensure

		maximum security is applied, locking of windows, doors and signing in and out of building keys.
<u>ENQUIRIES APPLICATIONS</u>	:	Capt P.S. Bam Tel No: (021) 787 6155
	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to Chaney.Bailey@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 41/26</u>	:	<u>MESSENGER REF NO: ASBKZN/01/41/25/17</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	SA Army Signal Formation: KZN Signal Unit. Geo Location: DOD MOSD Durban.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units and Division. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents or articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents files, letters, delivered and received. Assist with functions in the registry environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Sgt A.C. Thyssen/Ms T.A. Sishi Tel No: (031) 451 1974
	:	Department of Defence, KZN Signal Unit, Private Bag X21096, Bluff, 4036 or hand deliver at Cnr Marine Drive and Lighthouse Road, Bluff, 4052. Email to: Kerresa.gordon@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 41/27</u>	:	<u>MESSENGER REF NO: SUWC/01/41/25/18</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	SA Army Signal Formation. Western Cape Signal Unit. Geo Location: ASB Youngsfield.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units or Divisions. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents/articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents, files and letters delivered or received. Assist with functions in the registry environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Captain S.R. Fry Tel No: (021) 787 1700
	:	Department of Defence, SA Army Signal Formation, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790 or email to Lizelle.Fry@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 41/28</u>	:	<u>MESSENGER REF NO: ARMYHQ/01/41/25/19</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	SA Army Signal Formation: Dequar Road Signal Unit. Geo Location: Army College – Thaba Tshwane.

<u>REQUIREMENTS</u>	:	Minimum of ABET qualification. No experience. Special requirements (Skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units and Division. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents or articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents files, letters, delivered and received. Assist with functions in the registry environment.
<u>ENQUIRIES APPLICATIONS</u>	:	W01 N.C. Josephs Tel No: (012) 355 1992
	:	Department of Defence, Dequar Road Signal Unit, Private Bag X172, Pretoria, 0001 or hand deliver at Dequar Road, Army HQ, Library Building, 0001 or email to: SeipeiShadung@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 41/29</u>	:	<u>CLEANER REF NO: JSBWON/01/41/25/20</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	JSB Wonderboom. Geo Location: Wonderboom
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Ability to operate cleaning machines. Ability to work in team and individual. Ability to perform routine tasks.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Ensure that offices/kitchen/bathrooms/conference rooms are clean, neat and presentable. Keep registers of cleaning material that is distributed. Responsible for the safekeeping of cleaning material that is distributed. Ensure general hygiene, floor cleaning, washing, scrubbing floors, windows, walls, carpets and removing of garbage from dustbin on a daily basis. Dusting of equipment in offices as tasked. Polishing of all furniture in offices as tasked. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Report any defects in the workplace to immediate supervisor. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj N.C Vuma Tel No: (012) 529 0440
	:	Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 1700.or hand deliver at Military Base Wonderboom, Lindvelt Road, Doornpoort, 1700 or email to: Theresa.VanDyk@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 41/30</u>	:	<u>CLEANER REF NO: 9SAIBN/01/41/25/21 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	9 SAI Bn, Cape Town
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities.

		Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Capt P.S. Bam Tel No: (021) 787 6155
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to Chaney.Bailey@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 41/31</u>	:	<u>CLEANER REF NO: JSBGAR/01/41/25/22 (X5 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of cleaning machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@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 41/32</u>	:	<u>CLEANER REF NO: SAFMN/01/41/25/23 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	School of Armour, Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good organising, planning and coordination skills. Must be able to work alone. Good Communication skills (written and verbal).
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the building, offices and other allocated areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored.
<u>ENQUIRIES</u>	:	WO2 S. du Preez Tel No: (051) 402-1739
<u>APPLICATIONS</u>	:	Department of Defence, School of Armour, Private Bag X40004, Tempe, 9318 or email to schoolofarmour.sa@gmail.com
<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 41/33</u>	:	<u>CLEANER REF NO: 1SATR/01/41/25/24</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	1 SA Tank Regt
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good organising, planning and coordination skills. Must be able to work alone. Good Communication skills (written and verbal).
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the building, offices and other allocated areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored.

<u>ENQUIRIES</u>	:	Sgt Senoko Tel No: (051) 402-1629
<u>APPLICATIONS</u>	:	Department of Defence, 1 SA Tank Regt, Private Bag X04, Brandhof or email to 1satankregiment@gmail.com
<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 41/34</u>	:	<u>CLEANER REF NO: ASBMP/01/41/25/25 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Mpumalanga.
<u>REQUIREMENTS</u>	:	Minimum qualification ABET. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (Include sweeping of floors, scrubbing and polishing all landings and alleyways, polishing of furniture, vacuuming of carpets, washing down of walls / tiles and window sills, window cleaning, cleaning of vehicles and sweeping of sidewalks. Vacuum of facilities, clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, and regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report and defects in the work place to immediate supervisor. Provide a domestic and hygiene cleaning service. Observing OHASA regulations.
<u>ENQUIRIES</u>	:	Maj S.M Mbuyane Tel No: (013) 756 2284 or Ms M.Scheepers Tel No: (013) 756 2186
<u>APPLICATIONS</u>	:	Department of Defence, Army Support Base Mpumalanga, Private Bag X11277, Nelspruit, 1200 or hand deliver at Department of Defence Army Support Base Mpumalanga. Citrus Crescent No 6 Nelspruit, 1200 or email to Julia.Matsepa@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 41/35</u>	:	<u>CLEANER REF NO: 7SAIBN/01/41/25/26 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	7 SAI Bn, Phalaborwa
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Capt Machaba Tel No: (015) 780 4066
<u>APPLICATIONS</u>	:	Department of Defence, SAArmy, 7 SAI Bn, Private Bag X01015, Phalaborwa, 1390 or may be hand delivered to Hendrick van Eck Road 7 SAI Bn Military Base or email to imsc.7sai@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 41/36</u>	:	<u>CLEANER REF NO: 10SAIBN/01/41/25/27 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	10 SAI Bn, Mahikeng
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Ratema Tel No: (018) 389 6515
	:	Department of Defence, SA Army, 10 SAI Bn Private Bag X2014, Mahikeng, 2745 or may be hand delivered to Ramatlabama Road, 10 SAI Bn Military Base Mahikeng or email to 10saibnstaffing@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 41/37</u>	:	<u>GROUNDSMAN REF NO: ADAFMN/01/41/25/28 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	Army Air Defence Artillery Formation Headquarters (ADA FMN HQ)
	:	A minimum of ABET qualification. No experience. Special requirement (Skills needed): Knowledge of the gardening service would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety requirements. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills. Ability to work in team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects.
<u>ENQUIRIES APPLICATIONS</u>	:	Warrant Officer A. Macdonald Tel No: (012) 355 2427
	:	Department of Defence SA Army Air Defence Artillery Formation, Private Bag X123, Pretoria, 0001 or Hand deliver at SA Army Air Defence Artillery Formation, Corner Patriot and Karelboom Street, Sebokeng complex Block H 1, Pretoria 0001 or email to Beauty.msiza@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 41/38</u>	:	<u>GROUNDSMAN REF NO: JSBWB/01/41/25/29</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	JSB Wonderboom: Geo Location: Wonderboom
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic numeracy and literacy skills. Basic knowledge of health and safety. Knowledge of gardening and maintenance equipment. Ability to operate cleaning machines. Ability to work in team and/or individual. Ability to perform routine tasks. Ability to priorities and organize work.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Cultivate garden areas. Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners hand tools etc. checking serviceability of equipment and machinery and report defects. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>APPLICATIONS</u>	:	Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 1700 or hand deliver at Military Base Wonderboom, Lindvelt Road, Doornpoort, 1700 or email to: Theresa.VanDyk@dod.mil.za
<u>ENQUIRIES</u>	:	Maj N.C Vuma Tel No: (012) 529 0440
<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 41/39</u>	:	<u>GROUNDSMAN REF NO: JSBGAR/01/41/25/30 (X5 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas.
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@dod.mil.za
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<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 41/40</u>	:	<u>GROUNDSMAN REF NO: 7SAIBN/01/41/25/31 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	7 SAI Bn, Phalaborwa

<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<u>DUTIES</u>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Capt Machaba Tel No: (015) 780 4066
	:	Department of Defence, SA Army, 7 SAI Bn, Private Bag X01015, Phalaborwa, 1390 or may be hand delivered to Hendrick van Eck Road 7 SAI Bn Military Base or email to imsc.7sai@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 41/41</u>	:	<u>GROUNDSMAN REF NO: 9SAIBN/01/41/25/32 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	9 SAI Bn, Cape Town
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<u>DUTIES</u>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Capt P.S. Bam Tel No: (021) 787 6155
	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or email to Chaney.Bailey@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 41/42</u>	:	<u>GROUNDSMAN REF NO: AAFMNHQ/01/41/25/33 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	SA Army Armour Formation Headquarters, Pretoria
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): No experience required.
<u>DUTIES</u>	:	Cultivation / Cultivate garden areas, Prepare soil for the planting of plants. Maintain the flower and other beds by fertilizing, irrigating, weeding and pruning. Pruning, Weed Control, Removing of refuse. Maintenance of all

		gardens. Maintenance of grounds alongside the roads. Area preparations for functions. Cutting of grass, Mow lawns and cut the edges Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from terrain. Load refuge on the truck for transportation to refuge dumps. Maintain neatness of the unit.
<u>ENQUIRIES</u>	:	Ms S.B. Bambo Tel No: (012) 355-2891
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or email to armourhq@gmail.com
<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 41/43</u>	:	<u>GROUNDSMAN REF NO: ASBKY/01/41/25/34</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base Kimberley.
<u>REQUIREMENTS</u>	:	Minimum qualification ABET. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	Maj I.W. Februarie Tel No: (053) 830 3011 or WO1 M.E Mogorosi Tel No: (053) 830 3010
<u>APPLICATIONS</u>	:	Department of Defence, South African Army Support Base Kimberly, Private Bag X5056, Diskobolos Kimberly, Northern Cape, 8325 or email to Mimy.Matimbe@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 41/44</u>	:	<u>GROUNDSMAN REF NO: ASBEC/01/41/25/35 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base Eastern Cape
<u>REQUIREMENTS</u>	:	Minimum qualification ABET. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	WO Z.C Mdokwe Tel No: (041) 505 1237 or Ms S. Van der watt Tel No: (041) 505 1248
<u>APPLICATIONS</u>	:	Department of Defence, South African Army Support Base Eastern Cape, PO Box, 13419, Humewood, Port Elizabeth, Eastern Cape, 6013 or Army Support Base EC, Willow Drive, Forest Hill, Port Elizabeth or email to Erika.VanTonder@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 41/45</u>	:	<u>GROUNDSMAN REF NO: ASBMP/01/41/25/36 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Mpumalanga
<u>REQUIREMENTS</u>	:	Minimum qualification ABET. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	Maj S.M Mbuyane Tel No: (013) 756 2284 or Ms M.Scheepers Tel No: (013) 756 2186
<u>APPLICATIONS</u>	:	Department of Defence, Army Support Base Mpumalanga, Private Bag X11277, Nelspruit, 1200 or may be hand delivered to Department of Defence Army Support Base Mpumalanga. Citrus Crescent No 6 Nelspruit, 1200 or email to Julia.Matsepa@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 41/46</u>	:	<u>FOOD SERVICE AID REF NO: 1SSBN/01/41/25/37</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	1 Special Service Bn, Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Be able to communicate in English and able to work after hours when unit is hosting certain function and or formal dinners after hours.
<u>DUTIES</u>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<u>ENQUIRIES</u>	:	WO2 W.A. Gerber Tel No: (051) 402 1406
<u>APPLICATIONS</u>	:	Department of Defence, 1 Special Service Battalion, Private Bag X4005, Tempe, 9318 or email to 1ssb076@gmail.com
<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 41/47</u>	:	<u>FOOD SERVICE AID REF NO: JSBGAR/01/41/25/38 (X5 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation. Knowledge of basic food preparation equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in shifts. Good interpersonal relation, endurance, good integrity, punctuality.
<u>DUTIES</u>	:	Prepare meals. Prepare snacks. Make salads. Prepare drinks for each meal. Make garnish for meals and snacks. Assist with the dishing up of food per meal. Assist with the receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Remove kitchen waste. Pack supplies received in the food storage areas. Keep the kitchen, dining hall and

		food storage areas clean and tidy. Apply hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@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 41/48</u>	:	<u>FOOD SERVICE AID REF NO: 10SAIBN/01/41/25/39 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	10 SAI Bn, Mahikeng
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skill needed): Be able to communicate in English and able to work after hours when unit is hosting certain function.
<u>DUTIES</u>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<u>ENQUIRIES</u>	:	Lt Ratema Tel No: (018) 389 6515
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 10 SAI Bn Private Bag X2014, Mahikeng, 2745 or may be hand delivered to Ramatlabama Road, 10 SAI Bn Military Base Mafikeng or email to 10saibnstaffing@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.

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

: 21 November 2025 at 16:00 (walk-in) and 00:00 midnight (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. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. 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/>. 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. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign 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 41/49</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/11/02HO</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all inclusive)
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public / Administration or Management / Labour Law / Operations Management / Human Resource management / Finance / Accounting / Social Science / Medical Science / Health Sciences / Engineering Science / Economics / Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.
<u>DUTIES</u>	:	Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.
<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. Email: Jobs-HQ16@Labour.gov.za

OTHER POSTS

<u>POST 41/50</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR 4/25/11/01HO</u> (Re-advertisement)
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	A Qualification at NQF6 as recognized by the South African Qualifications Authority (SAQA) in Management Services/ Organization and Work Study/ Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology/ Human Resources Management. Valid driver's license. Five (5) years' experience of which two (2) at Assistant Director Level and three (3) years functional experience in Organizational development. Knowledge: Basic understanding of policies, Public Service Regulations, prescripts and legislation, Understanding of information analysis, Research processes and procedures, Organisational Behaviour/ Design Tools, Job profile design and Job evaluation, Basic knowledge of Public Financial Management Act. Skills: Change management, Organization design, Business process management, Problem solving and solution development, Project management, Facilitation and problem solving, Computer literacy, Communication and interpersonal, People management.
<u>DUTIES</u>	:	Manage organizational design processes and activities for improvement and maintenance of the organization structure within the Department. Manage the development and reviewal of Job Profiles. Manage the Job Evaluation processes. Manage and coordinate processes and interventions for Business Process Improvement. Manage and coordinate change management processes and culture surveys in the Department. Manage all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr. S Nkhabelane Tel No: (012) 309 4611
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 41/51</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR 4/4/1/98</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD)

		Grade 2: R727 350 – 807 243 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Eastern Cape
	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Occupational Therapy, Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Four (4) years' functional experience in Rehabilitation post community service environment of which two (2) years' in supervisory level. Knowledge: Patient care, Rehab Therapy Management, Rehabilitation related Legislation & Regulatory Knowledge & Implementation , Medical Rehabilitation Policy Management, Public Service Act, DeL and Compensation Fund business strategies and goals, Directorate goals and performance requirements , Compensation Fund Value Chain and business processes, Public Service, DeL and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles),Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations ,Promotion of Access to Information Act , Constitution Act 108 of 1996 (amended), General knowledge of the Public Service Regulations , Skill Development Act , Regulations and Policies, Employment Equity Act, Labour Relations Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy, Integrated National Disability Strategy (INDS) , COID Act, National Health Act, Occupational Health and Safety Act (OHS). Skills: Programme Management and Planning, Stakeholder Development and Management , Clinical Excellence and Advisory, Analyzing & Interpreting Information (Data Analytic), Clinical Vocational Rehabilitation, Coaching and Mentoring , Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Programme/Project Management , Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations ,Vision & Strategy.
<u>DUTIES</u>	:	Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. B Dunga Tel No: (043) 701 3000
	:	Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at Department of Employment and Labour: No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
<u>POST 41/52</u>	:	<u>CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/25/11/03HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Employment Relations/ Labour Relations/Labour Law/Bachelor of Law (LLB). Two (2) years functional Administrative experience in Employment Relations. Knowledge: Public Service Commission's rules for dealing with complaints and grievance, Public Service Co-ordinating Bargaining Council's Resolutions, Research/ analysing, Public Service Regulations, Grievance and Disciplinary policy, Human Resources Management Policies, Dispute resolution, CCMA Policies and Procedures. Skills: Problem solving, Negotiating, Presenting, Good Communication skills (oral and written), Research, Analytical, Computer literacy, Interpretation of legislation/ policies.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the Department. Draft charges and finalize all misconduct cases in the Department. Represent the Department in conciliation disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Makuya Tel No: (012) 309 4130
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@Labour.gov.za
<u>POST 41/53</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X53 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum

CENTRE

: Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/5/01 (X2 Posts)
Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/5/02 (X1 Post)
Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 5/03 (X1 Post)
Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/5/04 (X1 Post)
Labour Centre: Cradock Ref No: HR4/4/5/06 (X1 Post)
Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/5/07 (X1 Post)
Labour Centre: eMaxesibeni Ref No: HR4/4/5/08 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/5/09 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/5/10 (X1 Post)
Labour Centre: Fort Beaufort Ref No: HR4/4/5/11 (X2 Posts)
Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/5/12 (X1 Post)
Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/5/13 (X1 Post)
Labour Centre: Graaff-Reinet Ref No: HR4/4/5/14 (X2 Posts)
Labour Centre: Graaff-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/5/15 (X1 Post)
Labour Centre: Graaff-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/5/16 (X1 Post)
Labour Centre: Kariega Ref No: HR4/4/17/ (X1 Post)
Labour Centre: Kariega but stationed at Kareedouw Satellite Office Ref No: HR4/4/5/18 (X1 Post)
Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/5/19 (X1 Post)
Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR4/4//20 (X2 Posts)
Labour Centre: Komani Ref No: HR4/4/5/21 (X2 Posts)
Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR4/4/5/22 (X1 Post)
Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR4/4/5/23 (X1 Post)
Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR4/4/5/24 (X1 Post)
Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR4/4/5/25 (X1 Post)
Labour Centre: Lusikisiki Ref No: HR4/4/5/26 (X2 Posts)
Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR4/4/5/27 (X1 Post)
Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR4/4/5/28 (X1 Post)
Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR4/4/5/29 (X1 Post)
Labour Centre: Makhanda Ref No: HR4/4/5/30 (X1 Post)
Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR4/4/5/31 (X1 Post)
Labour Centre: Maletswai Ref No: HR4/4/5/32 (X1 Post)
Labour Centre: Maletswai but stationed at Barkly East Satellite Office Ref No: HR4/4/5/33 (X1 Post)
Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office Ref No: HR4/4/5/34 (X1 Post)
Labour Centre: Mdantsane Ref No: HR4/4/5/35 (X1 Post)
Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR4/4/5/36 (X1 Post)
Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR4/4/5/37 (X1 Post)
Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR4/4/5/38 (X1 Post)
Labour Centre: Nqanqarhu Ref No: HR4/4/5/39 (X2 Posts)
Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR4/4/5/40 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/5/41 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/5/42 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/5/43 (X1 Post)

Labour Centre: Qonce Ref No: HR/4/4/5/44 (X2 Posts)

Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/5/45 (X1 Post)

Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/5/46 (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Operations Management/ Public Management or Administration/Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. A valid driver's license. Two (2) years functional experience in Client Service environment/ Claims Processing environment in operations or Insurance Environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written) Computer Literacy, Problem Solving, Planning and Organizing.

DUTIES

: Provide Unemployment Insurance Services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES

: Ms N Getyeza Tel No: (047) 491 0656
Ms L Nongena Tel No: (039) 254 7201
Mr T Mgudane Tel No: (046) 645 7700
Ms N Mkonto Tel No: (048) 881 3010
Mr S Mshumpela Tel No: (049) 892 2142
Mr. M Njamela Tel No: (043) 702 7500
Ms. W Koba Tel No: (041) 260 0606
Mr. L Mduduma Tel No: 761 3151
Ms. S Zaula Tel No: (047) 501 5600
Mr. S Thambo Tel No: (045) 807 5477
Ms. N Ntlokwana Tel No: (046) 622 2104
Ms. N Mtwa Tel No: (039) 253 1996
Ms. N Mvanyashe Tel No: (045) 932 1077
Mr. R Mbali Tel No: (051) 633 2633
Mr. Mbande Tel No: (043) 718 8380

APPLICATIONS

: Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni 4735. Email: Jobs-ECMTA@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 342, Graaff-Reinet, 6280, Hand deliver at 63 Church Street Graaff-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za
Deputy Director: Labour Centre Operations IG Building Ensuc House NR Hill and Church Streets East London 5201. Email: Jobs-ECELN@labour.gov.za
Deputy Director: Labour Centre Operations, 15A Chase Street Kariega, 6230. Email: Jobs-ECUHG@labour.gov.za
Deputy Director: Labour Centre Operations Mzaule Street NU1 Mdantsane 5219. Email: Jobs-ECMDS@labour.gov.za
Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Email Jobs-ECUTT@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

<u>POST 41/54</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: HR4/4/1/06</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office, East London
<u>REQUIREMENTS</u>	:	A three year (3) tertiary qualification in finance/accounting and Valid driver's licence. Two (2) years functional experience in financial management services. Knowledge Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict Skills: Planning and Organizing, Computer literacy, Communication Problem Solving, Supervisory, Accounting, Presentation, Analysis.
<u>DUTIES</u>	:	Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net) Verify information to ensure proper financial documents management, Monitor budget processes for the Province, Proper control of Petty cash, Clear suspense accounts and unallocated accounts before month closure, Manage the resources of the section.
<u>ENQUIRIES</u>	:	Mr.MM Nohesi Tel No: (043) 701 3029
<u>APPLICATIONS</u>	:	Acting Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, East London
<u>POST 41/55</u>	:	<u>CLIENT SERVICE OFFICER REF NO: HR4/4/4/10/19 (X10 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Randburg
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr PP Godongwana at 082 883 7553 Mr N Pillay at 071 471 0542 Mr T Nengwekhulu at 060 968 6158
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. Email: Jobs-UIF-GP1@labour.gov.za
<u>NOTE</u>	:	Applicants to this post, please note that you will receive an auto-reply with a link and/or QR code which can be clicked or scanned respectively for you to update crucial information. https://forms.office.com/r/pWzNyLKavs

<u>POST 41/56</u>	:	<u>INSPECTOR REF NO: HR4/4/1/03 (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Komani Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr U Tambo Tel No: (045) 807 5400
<u>APPLICATIONS</u>	:	Acting Deputy Director: Labour Centre Operations, P.O. Box 323, Komani, 5320, Hand deliver at 10 Robinson Road, Komani, 5320. Email: Jobs-ecqtn@labour.gov.za
<u>POST 41/57</u>	:	<u>ADMIN CLERK: LEGAL SERVICES: COMPENSATION FUND REF NO: HR4/4/1/100 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation Senior Certificate. No experience required. Knowledge: Regulatory Knowledge, Law and Legislation. Data capturing. Collecting statistics. Compensation Fund business processes, procedure, policies. Customer Service (Batho Pele Principles). Technical Knowledge. Public Finance Management Act (PFMA). Promotion Access to Administrative Justice Act. Promotion of Access to Information Act. Labour Law. Road Accident Fund Act. The Constitution of RSA. COIDA Act. Skills: Computer Literacy. Interpersonal Relations. Communication (written & verbal)
<u>DUTIES</u>	:	Liaise with provinces and Labour Centres for the provision of required information and data. Manage correspondence and documentation. Render effective administrative support services.
<u>ENQUIRIES</u>	:	Dr. B Dunga Tel No: (043) 701 3000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
<u>POST 41/58</u>	:	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/1/101</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Butterworth
<u>REQUIREMENTS</u>	:	Grade12/Matriculation Senior Certificate. No experience required. Knowledge: Relevant ILO Conventions, Human Resource Management Batho Pele. Skills: Planning and organizing, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
<u>DUTIES</u>	:	Liaise with stakeholder relations for acquisition placement opportunities. Avail information for coordination of International Cross-Border Labour Migration function. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	:	Ms NA Getyeza Tel No: (047) 4910657
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth,4960 or hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za
<u>POST 41/59</u>	:	<u>ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/9/50</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Kariega

<u>REQUIREMENTS</u>	:	Matric/Grade 12/Senior Certificate. No functional experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Analytical, Problem solving.
<u>DUTIES</u>	:	To render Supply Chain Management function in a Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Ms WX Koba Tel No: (041) 260 0608
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: PO Box 562, Kariega, 5200, Hand deliver at 15 Chase Street, Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
<u>POST 41/60</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: GAP-PRET-26365014-20251028-1</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Matric/Grade 12/ Senior Certificate. No experience required. Knowledge: Departmental Procedures and Policies, Supply Chain Procedures, Administrative procedure relating to an office. Records Management Act. Skills: Planning and organizing, Communication, Computer Literacy, Interpersonal relations.
<u>DUTIES</u>	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	:	Ms. B Huna Tel No: (012) 309 4407/8
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Online ESSA link: https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html
<u>POST 41/61</u>	:	<u>MESSENGER REF NO: HR4/4/1/102</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	eMaxesibeni Labour Centre
<u>REQUIREMENTS</u>	:	Grade 10. A valid driver's license. Experience Zero. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post. Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time management, Conflict management, Planning and organizing.
<u>DUTIES</u>	:	Provide messenger services within the Labour Centre (Daily). Handle administration of log sheets, fuel cards and fuel vouchers of subsidized vehicles.
<u>ENQUIRIES</u>	:	Ms L Nongena Tel No: (039) 254 7201
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X530 eMaxesibeni, 4735, Hand deliver at No 52 Church Street eMaxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za

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

The Department of Employment and Labour 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 Department of Employment and Labour is an equal opportunity employer. Equity Considerations: Priority will be given to applicants from previously disadvantaged background, in line with the Department's Employment Equity Plan, those living with disability will be considered. Qualifying South African Youth and People living with disability will be given advantage.

<u>APPLICATIONS</u>	:	Applications must be submitted through the link: [LINKSHIELD PROTECTED] sayouth.mobi/Home/Index/EN
<u>CLOSING DATE</u>	:	Search for Project 20K 21 November 2025 at 16:00 (walk-in) and 00:00 midnight (online)
<u>NOTE</u>	:	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.Labour.gov.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. Applicants 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 Department reserves the right not to make an appointment. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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 41/62</u>	:	<u>INTERN: OCCUPATIONAL HEALTH AND SAFETY (OHS) (X3, 385 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month Provincial Office: East London (Eastern Cape) Ref No: OHS/P20K/EC (X681 Posts) Provincial Office: Bloemfontein (Free State) Ref No: OHS/P20K/FS (X153 Posts) Provincial Office: Braamfontein (Gauteng) Ref No: OHS/P20K/GP (X398 Posts) Provincial Office: Durban (KZN) Ref No: OHS/P20K/KZN (X963 Posts) Provincial Office: Polokwane (Limpopo) Ref No: OHS/P20K/LP (X108 Posts) Provincial Office: Witbank (Mpumalanga) Ref No: OHS/P20K/MP (X254 Posts) Provincial Office: Kimberly (Northern Cape) Ref No: OHS/P20KNC (X102 Posts) Provincial Office: Mmabatho (North West) Ref No: OHS/P20K/NW (X214 Posts) Provincial Office: Western Cape Ref No: OHS/P20K/WC (X526 Posts)
<u>REQUIREMENTS</u>	:	Three (3) years tertiary Qualification- National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL7) in Environmental Health, Environment Science Mechanical Engineering, Mechatronics Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction related Engineering, Occupational Health/Hygiene/Analytical Chemistry, Explosives Management, Explosives Engineering, Mining/Industrial Engineering.
<u>DUTIES</u>	:	To assist in conducting inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Provide administrative support to the inspectors. Assist in investigation of incidents and complaints reported pertaining to the OHS Act. Give support to the inspector during enforcement. Assist in compiling and consolidating reports emanating from such inspections.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/63</u>	:	<u>INTERN: BASIC CONDITIONS OF EMPLOYMENT (BCEA) (X3197 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month Provincial Office: East London (Eastern Cape) Ref No: BCEA/P20K/EC (X724 Posts) Provincial Office: Bloemfontein (Free State) Ref No: BCEA/P20K/FS (X303 Posts) Provincial Office: Braamfontein (Gauteng) Ref No: BCEA/P20K/GP (X618 Posts) Provincial Office: Durban (KZN) Ref No: BCEA/P20K/KZN (X545 Posts)

	Provincial Office: Polokwane (Limpopo) Ref No: BCEA/P20K/LP (X58 Posts)
	Provincial Office: Witbank (Mpumalanga) Ref No: BCEA/P20K/MP (X232 Posts)
	Provincial Office: Kimberly (Northern Cape) Ref No: BCEA/P20K/NC (X168 Posts)
	Provincial Office: Mmabatho (North West) Ref No: BCEA/P20K/NW (X129 Posts)
	Provincial Office: Western Cape Ref No: BCEA/P20K/WC (X420 Posts)
<u>REQUIREMENTS</u>	: Three (3) year Tertiary Qualification-National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL7) in Labour Relations/ B Com Law/ LLB/Labour law/Commercial Law.
<u>DUTIES</u>	: Assist in monitoring compliance by conducting inspections to determine the level of compliance with BCEA, SD and NMWA. Assist in investigations on reported complaints pertaining to contravention of BCEA, Sectoral Determinations and NMWA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	: SA Youth Contact Centre at 0800 727272
<u>POST 41/64</u>	: <u>INTERN: EMPLOYMENT EQUITY(EEA) (X260 POSTS)</u>
<u>STIPEND CENTRE</u>	: R7 860.50 per month
	: Provincial Office: East London (Eastern Cape) Ref No: EEA/P20K/EC (X29 Posts)
	: Provincial Office: Bloemfontein (Free State) Ref No: EEA/P20K/FS (X34 Posts)
	: Provincial Office: Braamfontein (Gauteng) Ref No: EEA/P20K/GP (X57 Posts)
	: Provincial Office: Durban (KZN) Ref No: EEA/P20K/KZN (X2 Posts)
	: Provincial Office: Witbank (Mpumalanga) Ref No: EEA/P20K/MP (X24 Posts)
	: Provincial Office: Kimberly (Northern Cape) Ref No: EEA/P20K/NC (X5 Posts)
	: Provincial Office: Mmabatho (North West) Ref No: EEA/P20K/NW (X5 Posts)
	: Provincial Office: Western Cape Ref No: EEA/P20K/WC (X104 Posts)
<u>REQUIREMENTS</u>	: Three (3) year tertiary qualification- National Diploma (NQFL6) /Undergraduate Bachelor Degree (NQFL7) BCom Law/ LLB/Labour Law/Commercial Law.
<u>DUTIES</u>	: Assist in monitoring compliance through assisting in the conducting of inspections to determine the level of compliance with Employment Equity Act and regulations. Assist with executing investigations on reported complaints pertaining to contravention of EEA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	: SA Youth Contact Centre at 0800 727272
<u>POST 41/65</u>	: <u>INTERN: EMPLOYER AUDIT SERVICE (EAS) (X1, 076 POSTS)</u>
<u>STIPEND CENTRE</u>	: R7 860.50 per month
	: Provincial Office: East London (Eastern Cape) Ref No: EAS/P20K/EC (X69 Posts)
	: Provincial Office: Bloemfontein (Free State) Ref No: EAS/P20K/FS (X162 Posts)
	: Provincial Office: Braamfontein (Gauteng) Ref No: EAS/P20K/GP (X99 Posts)
	: Provincial Office: Durban (KZN) Ref No: EAS/P20K/KZN (X12 Posts)
	: Provincial Office: Witbank (Mpumalanga) Ref No: EAS/P20K/MP (X40 Posts)
	: Provincial Office: Kimberly (Northern Cape) Ref No: EAS/P20K/NC (X68 Posts)
	: Provincial Office: Mmabatho (North West) Ref No: EAS/P20K/NW (X193 Posts)
	: Provincial Office: Western Cape Ref No: EAS/P20K/WC (X433 Posts)
<u>REQUIREMENTS</u>	: Three (3) year Tertiary Qualification-National Diploma (NQFL6)/Undergraduate Bachelor Degree (NQFL7) in BCom Law/ LLB/Labour Law/ BCom Accounting/ Internal Audit/ Auditing/Financial Accounting/ Cost and Management Accounting/ Financial Information System/ BCompt. Accounting/ Financial Management.
<u>DUTIES</u>	: Assist to monitor compliance by assisting the conducting of inspections to determine the level of compliance with UIA, COIDA and UICA. Assist with execution of investigations on reported complaints pertaining to contravention of UIA, COIDA and UICA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	: SA Youth Contact Centre at 0800 727272

<u>POST 41/66</u>	:	<u>INTERN: OFFICE OF THE COO (PME) REF NO: HR4/25/CDPE/1HO (X4 POSTS)</u> Branch: CD PME
<u>SALARY CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Head Office, Pretoria National Diploma /B-Degree/Public Administration and Management/ Project Management/ Statistics.
<u>DUTIES</u>	:	Provide technical advice and monitor the alignment of Provinces Strategic Plans. Planning, monitoring and evaluation. Governance structures. Manage the compilation of performance information reports. Manage the implementation of service delivery improvement strategies.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/67</u>	:	<u>INTERN: OFFICE OF THE COO (OPERATIONS) REF NO: HR4/25/OPS/2HO (X4 POSTS)</u> Branch: Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Head Office, Pretoria B-Degree/B-Tech Operations Management/Business/ Public Administration and Management.
<u>DUTIES</u>	:	Governance of SDIP, Batho Pele, Service Standards. Analysis of complaints management system.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/68</u>	:	<u>INTERN: OFFICE OF THE INSPECTOR-GENERAL REF NO: HR4/25/IES/3HO (X5 POSTS)</u> Branch: IES
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 680.50 per month Head Office, Pretoria National Diploma (NQF6)/B Degree (NQF7) in Public Finance and Administration/ Business Administration/Business Management/Local Governance and Management/Financial Management/ /Administrative Management.
<u>DUTIES</u>	:	Assist with project coordination in the Office of the Inspector-General. Provide help with administrative tasks, and contribute to secretariat services for various committees. Support budget planning for the branch and procurement of goods and services.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/69</u>	:	<u>INTERN: OFFICE OF THE DDG: CORPORATE SERVICES REF NO: HR4/25/ODDG/4HO (X2 POSTS)</u> Branch: DDG: CS
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Head Office, Pretoria National Diploma NQF6/ Bachelor Degree (NQF7) in Public Administration/ Business Administration/Office Management and Technology/ Management Assistant/Business Management.
<u>DUTIES</u>	:	Assist in rendering administration support services to the Office of the DDG. Assist with controlling the movement of documents and files in the Office of the DDG. Assist in providing Supply Chain Management support in the Office of the DDG. Assist with budget planning for the Office of the DDG.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/70</u>	:	<u>INTERN: EMPLOYEE RELATIONS (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month Branch: ER, Head Office, Pretoria Ref No: HR/25/ER1/HO (X4 Posts) Provincial Office: Gauteng Ref No: HR/25/P20K/ER/GP (X4 Posts) Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/ER/KZN (X4 Posts) Provincial Office: Eastern Cape Ref No: HR/25/P20K/ER/EC (X4 Posts) Provincial Office: Western Cape Ref No: HR/25/P20K/ER/WC (X4 Posts) Provincial Office: Limpopo Ref No: HR/25/P20K/ER/LP (X2 Posts) Provincial Office: Mpumalanga Ref No: HR/25/P20K/ER/MP (X2 Posts)

		Provincial Office: North-West Ref No: HR/25/P20K/ER/NW (X2 Posts)
		Provincial Office: Free State Ref No: HR/25/P20K/ER/FS (X2 Posts)
		Provincial Office: Northern Cape Ref No: HR/25/P20K/ER/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	LLB/ National Diploma (NQF6)/ Degree (NQF7) in Labour Relations/ Labour Law.
<u>DUTIES</u>	:	Assist with opening misconduct and grievance files. Compile monthly and quarterly stats. Assist in sourcing case laws. Analyse cases for merits of success. Admin duties.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/71</u>	:	<u>INTERN: TRAINING AND PERFORMANCE MANAGEMENT (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.55 per month
	:	Branch: MAS, Head Office, Pretoria Ref No: HR/25/P20K/TPM/HO (X4 Posts)
	:	Provincial Office: Gauteng Ref No: HR/25/P20K/TPM/GP (X4 Posts)
	:	Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/TPM/KZN (X4 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR/25/P20K/TPM/EC (X4 Posts)
	:	Provincial Office: Western Cape Ref No: HR/25/P20K/TPM/WC (X4 Posts)
	:	Provincial Office: Limpopo Ref No: HR/25/P20K/TPM/LP (X2 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR/25/P20K/TPM/MP (X2 Posts)
	:	Provincial Office: North-West Ref No: HR/25/P20K/TPM/NW (X2 Posts)
	:	Provincial Office: Free State Ref No: HR/25/P20K/TPM/FS (X2 Posts)
	:	Provincial Office: Northern Cape Ref No: HR/25/P20K/TPM/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6)/Degree (NQF7) Human Resource Management/ Human Resource Development/ Management of Training/Public Management.
<u>DUTIES</u>	:	Facilitate performance agreements assessments. Capture and verify performance agreements on PERSAL. Provide secretariat and logistical support for PMDS Committee meetings. Provide procurement support to the unit. Provide administration support. Assist in the coordination of training programmes. Assist in the compilation of WSP, QMR and ATR. Assist in administration of bursaries. Compile a training database.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/72</u>	:	<u>INTERN: HUMAN RESOURCE OPERATIONS (X90 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Branch: HRO, Head Office, Pretoria Ref No: HR/25/P20K/HRO/HO (X10 Posts)
	:	Provincial Office: Gauteng Ref No: HR/25/P20K/HRO/GP (X10 Posts)
	:	Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/HRO/KZN (X10 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR/25/P20K/HRO /EC (X10 Posts)
	:	Provincial Office: Western Cape Ref No: HR/25/P20K/HRO/WC (X10 Posts)
	:	Provincial Office: Limpopo Ref No: HR/25/P20K/HRO/LP (X8 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR/25/P20K/HRO/MP (X8 Posts)
	:	Provincial Office: North-West Ref No: HR/25/P20K/HRO/NW (X8 Posts)
	:	Provincial Office: Free State Ref No: HR/25/P20K/HRO/FS (X8 Posts)
	:	Provincial Office: Northern Cape Ref No: HR/25/P20K/HRO/NC (X8 Posts)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6 / Degree (NQF7) Human Resource Management.
<u>DUTIES</u>	:	Provide support for all HRM functions in Recruitment & Selection and Service Benefits.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/73</u>	:	<u>INTERN: ORGANIZATIONAL DEVELOPMENT REF NO: HR/25/P20K/OD/HO (X4 POSTS)</u>
	:	Branch: MAS
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6)/ Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology/Human Resource Management/Work Study.
<u>DUTIES</u>	:	Assist in organisational designed processes. Assist in activities for improvement of the organisational structure. Assist in development and review of Job Profiles, job evaluation processes, business process improvement and change management processes.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272

<u>POST 41/74</u>	:	<u>INTERN: EMPLOYEE HEALTH AND WELLNESS PROGRAMME (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Branch: EHWP, Head Office, Pretoria Ref No: HR/25/P20K/EHWP/HO (X4 Posts)
		Provincial Office: Gauteng Ref No: HR/25/P20K/EHWP (X4 Posts)
		Provincial Office: KwaZulu-Natal Ref No: HR/25/P20K/EHWP (X4 Posts)
		Provincial Office: Eastern Cape Ref No: HR/25/P20K/EHWP /EC (X4 Posts)
		Provincial Office: Western Cape Ref No: HR/25/P20K/EHWP/WC (X4 Posts)
		Provincial Office: Limpopo Ref No: HR/25/P20K/EHWP/LP (X2 Posts)
		Provincial Office: Mpumalanga Ref No: HR/25/P20K/EHWP/MP (X2 Posts)
		Provincial Office: North-West Ref No: HR/25/P20K/EHWP/NW (X2 Posts)
		Provincial Office: Free State Ref No: HR/25/P20K/EHWP/FS (X2 Posts)
		Provincial Office: Northern Cape Ref No: HR/25/P20K/EHWP/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	Bachelor Degree (NQF7)/ National Diploma (NQF6) Social Work, Psychology, Occupational health and safety.
<u>DUTIES</u>	:	Assist with implementation of employee health and wellness programmes and services in the department.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre: 0800 727272
<u>POST 41/75</u>	:	<u>INTERN: GENDER, DISABILITY AND YOUTH (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Branch: GDY, Head Office, Pretoria- HR/25/P20K/GDY/HO (X4 Posts)
		Provincial Office: Gauteng- Ref No: HR/25/P20K/GDY /GP (X4 Posts)
		Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/GDY/KZN (X4 Posts)
		Provincial Office: Eastern Cape Ref No: HR/25/P20K/GDY/EC (X4 Posts)
		Provincial Office: Western Cape Ref No: HR/25/P20K/GDY/WC (X4 Posts)
		Provincial Office: Limpopo Ref No: HR/25/P20K/GDY/LP (X2 Posts)
		Provincial Office: Mpumalanga Ref No: HR/25/P20K/GDY/MP (X2 Posts)
		Provincial Office: North-West Ref No: HR/25/P20K/GDY/NW (X2 Posts)
		Provincial Office: Free State Ref No: HR/25/P20K/GDY/FS (X2 Posts)
		Provincial Office: Northern Cape Ref No: HR/25/P20K/GDY/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	Bachelor Degree (NQF7)/ National Diploma (NQF6) Social Work, Psychology, Social Science, Gender Studies, Youth Studies.
<u>DUTIES</u>	:	Assist in coordination and implementation of disability mainstreaming, assist in coordinating performing various activities, events, programmes and focusing on GDY.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/76</u>	:	<u>INTERN: POLICY RESEARCH AND MONITORING REF NO: HR/25/P20K/PRM/HO (X4 POSTS)</u>
		Branch: PRM
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) / Degree (NQF7) Human Resource Management.
<u>DUTIES</u>	:	Assist in the development and implementation of Employment Equity, HR planning & Policies. Assist in HR data analytics.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272

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** : 24 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.
- ERRATUM:** Kindly note that the salary for the post of Legal Administration Officer (MR2): Corporate Legal Support & Litigation (Cape Town) with Ref No: RCSM09/2025 advertised in the Public Service Vacancy Circular 38 dated 17 October 2025 is amended. The closing date of 10 November 2025 is amended. The salary for the post is R292 596 per annum, (OSD). Applications can be emailed to RCSM09-2025@dffe.gov.za The closing date is extended to 24 November 2025.

MANAGEMENT ECHELON

<u>POST 41/77</u>	:	<u>DIRECTOR: LITIGATION REF NO: RCSM11/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 middle/senior managerial level in the relevant field. Successful completion of the Public Service Senior Management Leadership Programme. Extensive drafting and negotiation experience, with an ability to provide innovative legal solutions in a highly litigious sector. Experienced litigation attorney or advocate with knowledge of the relevant environmental legislation or related experience. Advanced knowledge of South African High Court and Magistrate Court Rules, and experience in appearing in courts representing clients. Knowledge of litigation legal administration, demonstrable experience in dispute resolution mechanisms, policy development, project management, risk management, audit and legislation procedures. Knowledge: 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, Groupwise, Policies, legislation and procedures, Legal Administration, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, DFFE legislation and other supporting legislation, Skills & Competencies, Advanced skills in policy formulation, Advanced negotiation skills, Ability to work individually and in a team, Good interpersonal relations, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self-supervision, Highly developed sense of honesty, Protect the confidentiality of documents, Adequate skills in computer use, Advanced skills in financial, Advanced skills in respect of formal presentation and public speaking; negotiation skills, management and project management, Good interpersonal relations and diplomatic skills Relationship Management, Stakeholder engagement, Public Relations, Research, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, issues affecting the environment and general environmental law is required.
<u>DUTIES</u>	:	Manage and provide strategic leadership to the Directorate. Manage civil litigation by and against the department; ensure adequate information and complete briefs for counsel; prepare submissions to Minister; give instructions to State Attorneys; provide support during trials and coordinate and ensure that affidavits are correct and complete. Alert the Minister and DG of judgments, implications and risks. Consult with stakeholders to obtain instruction to forward to the State Attorney or to provide oral legal advice, where applicable. Determine liability in respect of damages and losses. Recover debts and losses on behalf of the department. Provide legal education and awareness.
<u>ENQUIRIES</u>	:	Ms M Mmola Tel No: (012) 399 9339
<u>APPLICATIONS</u>	:	RCSM11-2025@dffe.gov.za

OTHER POST

<u>POST 41/78</u>	:	<u>ASSISTANT DIRECTOR: EP NON-INFRASTRUCTURE PROGRAMMES REF NO: EP29/2025</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Springbok
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Environmental Science / Environmental Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years in a Project Management role. Knowledge of Environmental related legislation. Natural resource management. Invasive alien species management. South African National Standards. Administrative procedures. Financial management. Project management. Personnel management. Programme-based natural resource operational planning. Public Finance Management Act and Treasury Regulations. Human resource and

Statistical analysis Extensive management and technical training in order to understand operational functioning of the programme. Public Service and departmental procedures and prescripts. Socio-economic development. The incumbent should have the following skills: Leadership and Management. Strategic thinking and planning. Analytical and Systems thinking. Conceptual thinking, Problem solving, Computer literacy, Communication skills, technical writing skills, Report/professional writing, Mentorship skills, Organising skills, Facilitation skills, Planning skills. 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. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports.

DUTIES

: Coordinate the implementation of EP Non-infrastructure projects and invasive alien plant clearing activities within the province. Ensure compliance with EP Non-Infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate the development and review of project operational plans for EP Non-infrastructure within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure projects operations within the province.

ENQUIRIES APPLICATIONS

: Ms J Aysen, email address: LAysen@dffe.gov.za
: EP29-2025@dffe.gov.za

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**APPLICATIONS**

: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>

CLOSING DATE
NOTE

: 21 November 2025 at 12 pm.

: Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

MANAGEMENT ECHELON**POST 41/79**

: **DIRECTOR: STRATEGIC PARTNERSHIP AND CAPACITY BUILDING REF NO: G16/2025**
Term: Permanent

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive). PSR 44 will apply to candidates appointed in the Salary Level

CENTRE
REQUIREMENTS

: Pretoria

: A Degree qualification (NQF Level 7) in Public Administration, Communications, Knowledge Management, Development Studies or a related field. Minimum of 10 years relevant experience, of which at least 5 years must be at middle/senior management level, preferably in the public sector. Proven leadership in strategic stakeholder engagement, knowledge production, and institutional learning. Competencies Required: Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Policy Development and Management: Knowledge of relevant legislation, the legislative process and public affairs as it pertains to GTAC. Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and

DUTIES

provide oversight of policies and regulations. Financial management: Knowledge, skills, and judgment required to plan, direct, monitor, and control financial resources to achieve strategic objectives effectively and responsibly. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

: To lead and manage integrated functions that advance GTAC's strategic partnerships, knowledge management, capacity building, and communications agenda. The role ensures that GTAC effectively collaborates with stakeholders, produces high-quality knowledge products, and strengthens institutional capabilities to support government priorities. Strategic Planning, Performance Monitoring and Compliance: Lead the development, implementation and monitoring of annual strategic, performance and operational planning. Manage budgeting, performance indicators, and resource planning in alignment with GTAC's strategic objectives. Oversee preparation of strategic, operational, and audit reports required by management and oversight bodies. Ensure compliance with applicable legislative frameworks including PFMA, Treasury Regulations, and government communication and knowledge management standards. Implement systems for quality assurance and continuous improvement across all functions. Stakeholder and Strategic Partnership Management: Develop and manage partnerships with local and international institutions, academia, research bodies, and government stakeholders. Facilitate collaboration agreements, joint initiatives, and knowledge-sharing networks. Represent GTAC in strategic forums, intergovernmental committees and external partnerships. Knowledge Management, Research and Capacity Building: Manage the implementation and continuous improvement of GTAC's knowledge management strategy, systems, and processes. Coordinate GTAC's research agenda in collaboration with programme units, ensuring alignment with public finance, infrastructure, and development priorities. Lead the curation, development and dissemination of knowledge products, publications and case studies. Design and deliver learning and development programmes including seminars, workshops, brown bags, and conferences. Support the establishment and sustainability of internal and external communities of practice. Communication and Publication Management: Oversee strategic internal and external communications aligned with GTAC's branding and government protocols. Manage the production of newsletters, brochures, reports, web content, and communication campaigns. Ensure accessibility and visibility of GTAC's work through digital and print platforms. Governance and Institutional Coordination: Provide oversight and coordination support to relevant internal governance structures such as EXCO, MANCO, and project steering committees. Ensure that knowledge and insights generated across programmes inform GTAC governance, planning, and reporting processes. Coordinate the flow of strategic information between GTAC and National Treasury. Support institutional alignment with GTAC's mandate and strategic direction.

ENQUIRIES : HR Enquiries: Kaizer Malakoane at 066 250 7072 /kaizer.malakoane@gtac.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>	:	24 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 41/80</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND POLICY</u> <u>REF NO: NDOH 84/2025</u> Sub-Directorate: Human Resources Planning and Policy
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and National Diploma (NQF 6) in Human Resource Management. At least three (3) years' experience at supervisory level (salary level 8) in the recruitment and selection environment or human resource management field. Proven experience in recruitment, selection and appointment practices as well as proven experience in policy development or review and approval process. In-depth knowledge and demonstrated understanding of all relevant human resource management legislation, directives, resolutions, policies, practices and procedures. Knowledge and demonstrated understanding of the legislative framework governing information management within human resources functions i.e. recruitment, selection, appointment and planning. Knowledge and demonstrated understanding of working with Human Resources Management Information

System data. Knowledge of Human Resources Planning Principles and Guidelines. Broad knowledge of Public Finance Management Act, Treasury regulation and Supply Chain Management legislative framework. Good communication (verbal and written), leadership, analytical, numeracy, problem solving, conflict management, interpersonal, presentation, change management, research, planning, organizing and computer skills (MS Office package). A valid driver's license.

DUTIES

: To fast track the filling of vacancies through overseeing the recruitment (advertising) processes. Check and quality assure relevant documentation required to advertise vacancies. Ensure quality assurance and approval of the post advertisement by all relevant stakeholders before submission to DPSA and/or publishing agencies. Render advisory and HR secretariat services to line management during shortlisting processes. Oversee pre-screening of all applications received for all posts. Ensure communication with line management regarding shortlisting. Render advisory and HR secretariat service to line management during interview processes. Oversee the co-ordination of interview sessions with all relevant stakeholders. Ensure all post interview processes i.e. PSCs are conducted. Maintain and update recruitment and selection database, indicative of the status of funded and approved vacancies. Provide advice on vacancy status and statistics. Assist in the development, review and monitoring of the HR Plan, policies and guidelines as well as the communication thereof. Assist in the development of the HR Plan and HR Implementation report. Identify policies to be developed/amended or aligned with environmental development. Supervision of employees. Check and quality assure work done by employees and ensure compliance with the legislative framework.

ENQUIRIES

: Ms T Moepi Tel No: (012) 395 8614

POST 41/81

: **HUMAN RESOURCE PRACTITIONER REF NO: NDOH 85/2025**
Sub-Directorate: Human Resources Planning and Policy

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum, (plus competitive benefits)
: Pretoria
: A Grade 12 certificate and National Diploma (NQF 6) in Human Resource Management. At least two (2) years experience in human resource management field. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of legislative framework governing the public service. Knowledge of PERSAL. Good communication (verbal and written), interpersonal, problem solving, numeracy, literacy, analytical, client oriented, presentation, planning, organizing and computer skills (MS Office package). A valid driver's license.

DUTIES

: To fast track the filling of vacancies through overseeing the administration and implementation of the recruitment and selection process and being pro-active during the process. Fast track the checking and amending of draft adverts. Shortlisting of posts and ensuring that candidates meet requirement and comply with fair labour practice. Arrange interview date. Accurately and timeously draft submission. Provide advice and maintain and update vacancy data and statistics. Maintain and update statistics and information for the status of all posts allocated. Assist in the development, review and monitoring the HR Plan, policies, guidelines as well as conduct information session/presentation. Compile well drafted presentation and present information session. Management of risk. Complete control form for every posts when submitting the submission file to the appointment section at HRA to process it further. Prepare interview packages for all panel members consisting of the interview programme, copy of the advert, score sheet, confirmation of attendance form, comprehensive application documents of the candidates.

ENQUIRIES

: Ms T Moepi Tel No: (012) 395 8614

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 21 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 POSTS

POST 41/82 : **SPECIALIST CYBER SECURITY ENGINEER REF NO: HRMC 48/25/1 (X2 POSTS)**

Directorate: Information System Security

(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY : R896 436 - R1 055 958 per annum (Level 11), an all-inclusive salary package

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Information Technology, Computer Science, Computer Engineering at NQF level 6 as recognized by SAQA. 5 Years' experience in an IS Security environment. Extensive experience in Cyber Security or Security Systems engineering. Knowledge and experience in the application of GITO requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1988. Knowledge of Infrastructure Monitoring, Orchestration and SIEM tools. Knowledge of IT Security industry certifications, such as Certified Information Systems Security Professionals (CISSP), Certified Ethical Hacker (CEH). Extensive knowledge of networks, including all related components and communication protocols. Knowledge of the e-Government Policy Framework consultation paper developed by GITO. Knowledge and understanding of PAIA and POPIA, MISS the information Security Framework (ISO17799), National Strategic Intelligence Act and Draft Electronic Transactions Bill. Understanding of defence in depth strategies and how security devices are deployed. Knowledge of server hardening on multiple platforms. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Web services security. Threat hunting. Ability to translate Technology into English. Engineering and Technology. Program and project management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support

DUTIES

digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and resolution skills. Knowledge and Information management. Decision-making and initiating action. Planning, organising and time management. Expenditure management. Computer literacy. Patriotism, Honesty, Integrity and Accountability.

: The successful candidates will be responsible for, amongst others, the following specific tasks: Analyse and identify threats and vulnerabilities for infrastructure, systems, processes and procedures. Coordinate and implement Cyber-Security monitoring, analysis and incident response. Lead the development, communication and implementation of a security applications strategy and framework. Establish and maintain technical and non-technical security controls in line with relevant (IS) security requirements. Co-ordinate and enforce system development processes and provide security engineering and consulting services across the Department. Implement information security as a fundamental element of technology architecture. Develop and implement security solutions for DHA's data and systems. Research, design and advocate new technologies, architecture and security products. Ensure the integration of all security solutions within and across each domain. Develop a security product strategy and roadmap. Develop, implement and maintain Information System Security Service-Catalogue, Policies, Procedures and Standards. Implement Security protocols and measures to respond to security incidents. Develop and manage cyber treat monitoring, SIEM solutions, and incident detection systems. Implement security best practices across on premise, cloud (AWS/Azure), hybrid environment. Ensure successful business transformation. Foster effective partnerships with all stakeholders. Implement governance processes, frameworks, policies, procedures, and manage risks.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

POST 41/83

: **SPECIALIST: NETWORK CONTROLLER REF NO: HRMC 48/25/2 (X2 POSTS)**

Branch: Information Services

Chief Directorate: IS Infrastructure Management

(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), an all-inclusive salary package
: Headquarters: Head Office, Tshwane
: An undergraduate qualification in Information Technology, Computer Science, Information Systems or Computer Engineering at an NQF level 6 as recognised by SAQA. 3 Years' experience at an Assistant Director or an equivalent level in the Information Technology environment. Experience in designing and implementing network subnets and VLAN's, Access lists, Secure Virtual Private Networks and network security. Knowledge of Network administration. In-depth technical knowledge of network switching and routing. Knowledge of the Public Service Regulatory Framework. Knowledge of the State Information Technology Agency Act 88 of 1998. Understanding of the Departmental Legislation and Prescripts. Knowledge of National Strategic Intelligence Act and the Draft Electronic Transaction Bill. Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and implement network strategies and plans. Implement and manage LAN and WAN (VPN) environment including telephony (VOIP) for the entire Department. Connect systems and servers related to

district networks for the availability of services to authorized users e.g. email systems, accounts, print queues, IP assignments, computer etc. Coordinate and implement data network activities, computer operations and configuration for purpose of providing technical advice. Coordinate and implement the design of computer networks, physical and logical network infrastructures and service for system operations (e.g. internet, intranet, webmail, FTP service, etc). Provide expertise on Mobile connectivity for the mobile workforce (e.g. VSAT, 3G, Wi-Fi, LAN, WiMax). Coordinate, implement and install computer equipment, network (client and server) software and hardware on a variety of platforms. Ensure the connection of service on a website and related hardware and supporting software such as throughput, switches, patch panels and racks. Address network security threats in service level timelines. Ensure that all network incidents and problems are reported, investigated and resolved. Participate in the preparation of bid specifications for required purchases (e.g. computers router, software (email, firewall, backup)). Provide strategic advice and guidance on Network matters. Facilitate stakeholder engagement and collaboration with key account stakeholders, and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (digital transformation, solutions, product / process improvements and data management and analysis), in order to enhance service delivery. Contribute to delivery of the Information Services business / operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms R Masemola Tel No: (012) 406 4156
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

POST 41/84

: **DEPUTY DIRECTOR: SECURITY SYSTEMS REF NO: HRMC 48/25/3**
Branch: Counter Corruption and Security Services
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), an all-inclusive salary package
: Head Office: Tshwane
: An undergraduate qualification in Electronic and or Computer Electronics at NQF level 6 as recognized by SAQA. 3 Years' Middle Management experience in an electronic security systems environment is required. Knowledge and understanding of applying GITO requirements and Frameworks. Knowledge of the e-Governance Policy Framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act, 88 of 1998 and Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). Knowledge of Public Finance Management Act. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of electronic system security deployment and maintenance (e.g hubs and monitors). A valid drivers' license. Willingness to travel and work extended hours. Management competencies: Strategic capability and leadership. People Management and empowerment. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Excellent written and verbal communication skills. Sound decision-making, and change management skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability. Required skills and competencies: Problem solving and analysis. Report writing and presentation skills. Negotiation skills. Information Infrastructure Architecture. Data management systems. Data streamlining and management. Data systems evaluation. Data design and analysis.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Identify most suitable security system technology in support of the security objectives. Ensure that servers and IT related equipment and hardware as tools of trade within the Department, are properly protected. Ensure the introduction of Environmental Monitoring Systems (EMS) in all DHA

server rooms. Effective management and maintenance of security technology and systems. Provide advice and guidance on security technology and systems. Ensure that part of the risk analysis in DHA, facilities include the server room areas. Ensure biometric access in all DHA server rooms, cash offices, control rooms (where applicable) and high-risk areas such as face value storerooms. Repair, prepare program and maintain security systems in the Department, e.g. CCTV. Assemble electronic and security equipment devices which may include access control and Close Circuit Television (CCTV) for effective monitoring of threats and intrusions. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES
APPLICATIONS

: Head Office: Mr R Mohlaka Tel No: (012) 406 4246
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ccssrecruitment@dha.gov.za

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>	:	24 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 41/85</u>	:	<u>CLUSTER MANAGER: COURT INTERPRETING REF NO: 37/25/NC/UPT</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate Office: Upington (Upington Cluster)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; 6 years' experience as a Court Interpreter of which 3 years should be at a supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time management; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
<u>ENQUIRIES</u>	:	Mr. Matjelo Mokgola Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the

		New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/86</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 42/25/NC/KIM</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 Office: Kimberley
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience; A valid driver's licence. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Provide effective people management; Procure Foreign Language Interpreters and Casual Interpreters.
<u>ENQUIRIES</u>	:	Mr M. Mokgola Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/87</u>	:	<u>MAINTENANCE OFFICER (MR 1 – MR 5) (X2 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Douglas (will serve Groblershoop and Kenhardt) Ref No: 34/25/NC/UPT (X1 Post) Magistrate Office: Upington (will serve Hopetown, Griekwastad and Prieska) Ref No: 35/25/NC/DOU (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance; Proficiency in at least two official languages; A valid driver's license and willing to travel extensively. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers; Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Compile statistics.
<u>ENQUIRIES</u>	:	Mr R. Motlekar Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/88</u>	:	<u>DEBT COLLECTION CLERK REF NO: 38/25/NC/SA-KIM</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Kimberley
	:	Grade 12 or equivalent; Seven (7) - twelve (12) months appropriate work experience. Skills and Competencies: Computer Literacy (MS Office); Good communication (verbal and written); Customer relations; Accuracy and attention to detail; Problem analysis; Planning and organizational skills; Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render debt collection processes for the office; Draft routine correspondence and reports; Draft and type pleadings such as summons, warrant of execution and judgment notice of sale, Section 65 notice; Draft affidavits; Provide clerical administration of debt collection; Administer an effective filing system; Render financial accounting transactions; Calculate payments and interest towards settlement of debts; Consult with clients and debtors to negotiate payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K. Fritz Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/89</u>	:	<u>COURT INTERPRETER REF NO: 36/25/NC/GAL</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Galeshewe
	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Three months Practical experience and driver's license will be an added advantage. Preferences will be given to languages used in the area; Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N. Leshage Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/90</u>	:	<u>ADMINISTRATION CLERK-CRT (X7 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 Carnavon Ref No: 29/25/NC/CAR (X1 Post) Magistrate Office: Kuruman Ref No: 30/25/NC/KUR (X1 Post) Magistrate Office Colesburg Ref No: 31/25/NC/COL (X1 Post) Magistrate Office: Hopetown Ref No: 32/25/NC/HPT (X1 Post) Magistrate Office: Galeshewe Ref No: 33/25/NC/GAL (X2 Posts) Magistrate Office: Sutherland Ref No: 41/25/NC/SUT (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.
<u>ENQUIRIES</u>	:	Mr. Y Ajimudin Tel No: (053) 802 1300

APPLICATIONS

: Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. OR <https://forms.office.com/r/X2XaVPasWu>

NOTE

: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P15@dlrrd.gov.za
<u>CLOSING DATE</u>	:	21 November 2025 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Did not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POST

<u>POST 41/91</u>	:	<u>ASSISTANT DIRECTOR: LEASE MANAGEMENT REF NO: 3/1/1/2025/15</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Degree in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting /

Accounting Sciences / Auditing / Commerce. Minimum of 3 years' supervisory experience in an accounting environment with specific experience in debtors and leases debtors' management. Job related knowledge: Knowledge of Public Financial Management Act, Treasury Regulations, Policies, Procedures and Prescripts, Financial systems including Basic Accounting System (BAS) and Comprehensive Program for Accounting Control (ACCPAC), Budgets and budgetary procedures, Debtors, lease and revenue management. Job related skills: Supervisory, Communication (written and verbal), Planning and organisation, Interpersonal relations, Computer literacy. A valid driver's licence. Teamwork. Confidentiality, fairness, respect and honesty.

DUTIES

: Management of lease debtors. Review of reconciled lease register between Lease Management and Provincial Office's property management records. Supervise daily tasks in lease management section. Advise provinces on collection of outstanding lease receivables. Ensure that all revenue is collected, and that sufficient proof can be provided. Reconcile Land Administration Web (Law) Register with Operating Lease Revenue. Review of inputs for Operating Lease Revenue. Ensure that State Land and Lease System (SLLS) reports is reconciled, and all new cases are captured on the system. Monitor the monthly distribution of lease debtor's statements to Provincial Office's. Control and monitor submissions in respect of the write-off of outstanding debt and report monthly on all write-offs. Draft and review of policies and Standard Operating Procedures (SOPs) for lease debts. Manage the recovery of departmental debtors. Manage the instructions / invoices / credit notes received from other Directorate in the Department regarding departmental debt. Manage, control and evaluate the database of debtors who owe the department. Trace debtors who are in debt to the department for outstanding debt. Put the debtor "in mora" for 30 days. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Negotiate payment terms and methods with the debtors. Setup payment plan and negotiate with the debtors. Make recommendations and decisions in respect of re-payments of outstanding debt. Monitor, verify and check all submissions pertaining to the referral of outstanding debtors accounts to the State Attorney for recovery. Control and monitor the follow up with the State Attorneys on a monthly basis. Monitor the monthly payment of accounts. Maintaining accurate, up-to-date debtor's account information by analysing reports and improving work procedures and frameworks. Control and monitor submissions in respect of the write-off of outstanding debt and report monthly on all write-offs. Draft and review of policies and SOPs for departmental debts. Manage month-end and year-end processes. Effective month / year end closure on BAS and ACCPAC. Ensure that all transactions and documentation is reviewed for all transactions to be processed. Monitoring and correction of suspense (ledger) accounts and expenditure allocations. Verify the reconstruction of debtors' accounts. Reconcile rent land and unallocated receipts account done monthly for inclusion in compliance certificate. Reconcile the systems with the bank accounts. Clear all unallocated revenue to be or report provided where not cleared. Provided documentation for revenue that could not be allocated. File and receive all relevant proof of payments. Analyses and investigate problems experience on the Debtor System and report the faults to the System Controller and the contractors of the debtor system. Analysis on a monthly basis all financial reports on the different financial system to improve the control and procedures and management of the reports. Present all departmental and lease debtors' records for internal and external audit. Compile monthly compliance and in year monitoring (IYM) reports for departmental and lease debts. Compile inputs to the monthly operational report. Provide inputs for annual / interim financial statements operating lease revenue, accrued departmental revenue and impairment. Reconcile lease revenue receivable register as working paper to receivables note. Obtain information for working paper to be from ACCPAC and BAS. Manage the resources of Division (Physical, Human and Financial). Monitor and ensure proper utilisation of equipment and reporting thereof. Ensure that all staff sign performance agreements. Review, evaluate and monitor performance and appraisal of employees. Develop and implement personal development plans. Ensure capacity and development of staff. Manage discipline.

: Ms SH Sambo Tel No: (012) 312 8861

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

ENQUIRIES **NOTE**

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.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	24 November 2025
<u>NOTE</u>	:	Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the npa is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting. ERRATUM: Deputy Director of Public Prosecutions - SCCU: Port Elizabeth with Ref No: Recruit 2025/496 advertised in Public Service Vacancy Circular

37 dated 10 October 2025; Chief Financial Investigator – AFU: Head Office with Ref No: Recruit 2024/276 advertised in Public Service Vacancy Circular 39 dated 24 October 2024; Administrative Clerk: Supervisor – AFU: Head Office with Ref No: Recruit 2025/180 advertised in Public Service Vacancy Circular 15 of 09 May 2025; Deputy Director of Public Prosecutions (RH) – AFU: Polokwane with Ref No: Recruit 2025/390 and State Advocate – AFU: Head Office with Ref No: Recruit 2025/479 (1 post) advertised in Public Service Vacancy Circular 34 dated 19 September 2025 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 41/92</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: RECRUIT 2025/518</u> National Prosecuting Authority (This is a re-advertisement, applicants who previously applied should re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 813 182 per annum (Level 15), (Total cost package) Head Office: Pretoria A qualification at NQF level 8 as recognised by the SAQA in Management/Public Management/Business Management/Human Resource or related fields. Minimum 8 years' experience on a senior management level in a Corporate Services environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. A Pre-entry certificate (Nyukela Certificate) for entry into the SMS obtained from the National School of Government (NSG). Knowledge and understanding of the Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Experience and in-depth understanding of relevant government policies, prescripts, and procedures. Experience in a legal environment will be an advantage. Must be a South African citizen and able to obtain a Top-Secret Security clearance. Valid driver's licence. Skills, Competencies and Attributes: Strategic capabilities. Ability to successfully mobilise financial resources. Ability to drive the organisation to a performance-based culture. Proven mature leadership and management capabilities. Tactful diplomat and excellent negotiator. Demonstrated ability to function effectively in a team.
<u>DUTIES</u>	:	Provide strategic direction to advance the achievement of the NPA's mission, strategic objectives, and targets. Deploy financial and all other resources to ensure allocation according to the strategic direction and objectives of the NPA. Review activity reports and financials to determine progress and status towards attainment of objectives and to revise where required. Direct and guide towards the Planning, Development, and implementation of strategies for service delivery improvements. Oversee operations to ensure efficiency, quality, service, and cost-effective management of resources. Ensure effective and efficient governance and policy framework for the NPA. Evaluate performance of various units and management structures for compliance with established policies and objectives of the NPA. Represent the NPA at parliamentary committees, meetings, and at any other forum as mandated by the NDPP and the Director General. Represent the NPA at the DoJCD ExCo and ManCo meetings. Build a culture and a team driven by performance.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Shirley Magano Tel No: (012) 845 6087 e mail: Recruit2025518@npa.gov.za The post is created under the Public Service Act, 1994 as amended. The National Prosecuting Authority (NPA) of South Africa was established in terms of Section 179 of the Constitution of the Republic of South Africa, to institute and conduct criminal proceedings on behalf of the State and carry out any necessary functions incidental to instituting and conducting such criminal proceedings. The NPA seeks to appoint an experienced and dynamic individual with high levels of integrity, professionalism, accountability and credibility to support the Deputy National Director of Public Prosecution: Strategy, Operations and Compliance (SOC) as the delegated accounting officer. SOC leads the administration and support services for the NPA and is the strategic business partner to the prosecution services. The NPA has embarked on an ambitious five year strategy to rebuild the organisation to ensure that it is equipped to address the growing challenges of crime. SOC is responsible for the implementation of the NPA's strategy and the DDG: Corporate Services will be required to provide strategic guidance, corporate management and delegated accounting officer functions for the NPA in line with its approved

structure, and relevant delegations from the Director General (DG) of the Department of Justice and Constitutional Development.

<u>POST 41/93</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Mpumalanga Ref No: Recruit 2025/519 Kimberley Ref No: Recruit 2025/520
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To ensure that the regional offices meet targets, continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.
<u>ENQUIRIES</u>	:	Mpumalanga Sello Dibakoane Tel No: (013) 045 0622 Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	Mpumalanga e mail: Recruit2025519@npa.gov.za Kimberley e mail: Recruit2025520@npa.gov.za
<u>POST 41/94</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/521</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of Labour Relations Act. Access to information Act, Legal Administration, Knowledge of NPA and NPS policies and procedures relevant to the job functions. Ability to apply technical /professional knowledge and skills. PRECCA, POCA, CPA51/177, Interpretation Act 33/1957. Performance Management. Superior Court Act 10/2013 and all rules of courts specifically in the superior court including the Constitution Court. Knowledge and experience in money laundering and complex corruption cases. Knowledge of State Capture recommendations and offences related threats. Preferred knowledge of FATF. People and Programme Management and Empowerment, Strategic Capability and Leadership. Project Management. Financial Management and

DUTIES

head investigations Good interpersonal, analytical, presentation and communication skills.

: Manage the portfolio assigned by the Director: Investigating Directorate Against Corruption. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the High Court, the Highest Court of Appeal and the Constitutional Court. Oversee resources and align them to strategic objectives. Decide representations. Decide whether investigations should be authorized or declined in accordance with chapter 5 of NPA Act 32 of 1998. Lead the investigations and manage the operational, investigative, and prosecution team. Draft and manage the summons process. Lead enquiries in respect of summonsed persons. Make application for centralization. Make application for the addition of racketeering charges. Make applications for extradition, draft all necessary process, and engage with foreign authorities. Make applications for mutual legal assistance, draft all necessary process, and engage with foreign authorities. Liaise with the Asset Forfeiture Unit (AFU) to effect AFU process in relevant cases including international asset recovery. Liaise with the Witness Protection Unit (WPU) where necessary. Engage with internal and external stakeholders. Study, manage, and check voluminous and complex criminal cases and decide whether the matter is ready for the institution of prosecution. Draft and check charge sheets and indictments. Draft and manage: the prosecution strategy plan, witness plan, exhibits plan, and docket security plan. Conduct prosecutions in regional or high court from enrolment to finalization including bail, motion applications, pre-trial conferences, conducting of the trial, lodging of state appeals, responding to appeals by the accused, and arguing constitutional court matters where necessary. Appear and argue in motion court, the Supreme Court of Appeal, and Constitutional Court as necessary. Participate on stakeholder forums, case management forums, and any other forums on instruction by the Investigating Director. Formulate opinions on novel questions of law, and other legal matters. Prepare applications or reply to motions and argue in motion court. Respond to parliamentary queries when requested. Formulate and/ comment on prosecution policies and/ or directives. Manage and supervise staff including mentoring, coaching, the provision of legal guidance, performance management, individual skills assessment, skills transfer, ensure that a high standard of professional work is being carried out, improvement of service delivery, ensure adherence to professional code of conduct and ethical standards, and the achievement of the units strategic objectives. Adherence to the highest ethical standards and professional conduct in keeping with the LPC, NPA values, and the International Standards of Prosecution and prosecutors.

ENQUIRIES APPLICATIONS

: Maureen Dibette Tel No: (012) 845 7727
: e mail: Recruit2025521@npa.gov.za

POST 41/95

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Asset Forfeiture Unit

SALARY CENTRE

: R1 563 183 per annum (Level 14), (Total cost package)
: Pretoria: Head Office Ref No: Recruit 2025/522
Polokwane (Thohoyandou) Ref No: Recruit 2025/523
Nelspruit Ref No: 2025/524
Mmabatho Ref No: Recruit 2025/525
Port Elizabeth Ref No: Recruit 2025/526
East London Ref No: Recruit 2025/527
Durban Ref No: Recruit 2025/528
Cape Town Ref No: Recruit 2025/529
Bloemfontein Ref No: Recruit 2025/530

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence.

<u>DUTIES</u>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the national office.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Pretoria e mail: Recruit2025522@npa.gov.za Polokwane (Thohoyandou) e mail: Recruit2025523@npa.gov.za Nelspruit e mail: Recruit2025524@npa.gov.za Mmabatho e mail: Recruit2025525@npa.gov.za Port Elizabeth e mail: Recruit2025526@npa.gov.za East London e mail: Recruit2025527@npa.gov.za Durban e mail: Recruit2025528@npa.gov.za Cape Town e mail: Recruit2025529@npa.gov.za Bloemfontein e mail: Recruit2025530@npa.gov.za
<u>POST 41/96</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/531</u> National Prosecutions Services
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Nobekezela Madikizela Tel No: (047) 501 2684
<u>APPLICATIONS</u>	:	e mail: Recruit2025531@npa.gov.za
<u>POST 41/97</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/532</u> National Prosecutions Services (Specialized Prosecutions)
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations

Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.

DUTIES : Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Clear knowledge and understanding environmental crimes (land invasion, protection of species in the sea etc). ability to train environmental specialist and guide investigations in the field. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Nobekezela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025532@npa.gov.za

POST 41/98 : **CHIEF PROSECUTOR REF NO: RECRUIT 2025/533**
National Prosecutions Service

SALARY : R1 563 183 per annum (Level 14), (Total cost package)
CENTRE : CPP: Mthatha
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

DUTIES : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES : Nobekezela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025533@npa.gov.za

<u>POST 41/99</u>	:	<u>CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/534</u> Asset Forfeiture Unit (Re-advert)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (Total cost package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. At least eight years' experience in financial investigation with three years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration. Computer skills, such as MS WORD, MS EXCEL, MS Outlook, MS PowerPoint, etc. Understand profit and loss calculations. Information Management. Writing Skills. Task/Time management skills. Strategic thinking. Conflict Management. Interpersonal relations. Communication. Planning. Analytics. Specialist/ Professional. Research Skills. Problem solving.
<u>DUTIES</u>	:	Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025534@npa.gov.za
<u>NOTE</u>	:	This is an NPA Act position.

OTHER POSTS

<u>POST 41/100</u>	:	<u>SENIOR STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	Mpumalanga Ref No: Recruit 2025/535 (X2 Posts) Mthatha Ref No: Recruit 2025/536
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of PFMA, MFMA and money laundering matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Valid driver's licence.
<u>DUTIES</u>	:	Conduct prosecution on behalf of the State on Serious, complex and organised crime cases, corruption and money laundering matters. Advise the police on the investigation of serious, complex organised crime cases and cyber related matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance assessment, mentor and guide work of Junior Advocates. Offers skills transfer to lower court prosecutors and investigating officers. Perform ad hoc duties incidental to middle management services regionally.
<u>ENQUIRIES</u>	:	Mpumalanga Tebogo Mashile Tel No: (013) 045 0686 Mthatha Ziyanda Mtwazi Tel No: (047) 501 2632
<u>APPLICATIONS</u>	:	Mpumalanga e mail Recruit2025535@npa.gov.za

<u>POST 41/101</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/537</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025537@npa.gov.za
<u>POST 41/102</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/538 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills. Valid drivers' licence.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (043) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025538@npa.gov.za

<u>POST 41/103</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/539</u> Asset Forfeiture Unit (Re-advert)
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of the freezing of property and obtaining final forfeiture/ confiscation orders. Liaise with Prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and Investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025539@npa.gov.za
<u>POST 41/104</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Odi (Moretele) Ref No: Recruit 2025/540 CPP: Klerksdorp Ref No: Recruit 2025/541
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Odi (Moretele) e mail: Recruit2025540@npa.gov.za CPP: Klerksdorp e mail: Recruit2025541@npa.gov.za
<u>POST 41/105</u>	:	<u>STATE ADVOCATE (ATTORNEY)</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	Polokwane Ref No: Recruit 2025/542 Port Elizabeth Ref No: Recruit 2025/543 Mmabatho Ref No: Recruit 2025/544 Pretoria Ref No: Recruit 2025/545 (Re-advert)

<u>REQUIREMENTS</u>	:	Mthatha Ref No: Recruit 2025/546
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted as an Attorney in terms of the Attorney Act 53 of 1979. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	Polokwane e-mail: Recruit2025542@npa.gov.za
	:	Port Elizabeth e-mail: Recruit2025543@npa.gov.za
	:	Mmabatho e-mail: Recruit2025544@npa.gov.za
	:	Pretoria e-mail: Recruit2025545@npa.gov.za
	:	Mthatha e-mail: Recruit2025546@npa.gov.za
<u>POST 41/106</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/547 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
	:	Mpumalanga
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: (013) 045 0686
	:	e mail: Recruit2025547@npa.gov.za
<u>POST 41/107</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/548 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
	:	Kimberley
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA

		Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Persons in private practice must provide a certificate of good standing with the LPC. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025548@npa.gov.za
<u>POST 41/108</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DDPP: Bhisho Ref No: Recruit 2025/549 (X2 Posts)
	:	DPP: Cape Town Ref No: Recruit 2025/550
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DDPP: Bhisho Talita Raga Tel No: (040) 608 6800
	:	DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail: Recruit2025549@npa.gov.za
	:	DPP: Cape Town e mail: Recruit2025550@npa.gov.za
<u>POST 41/109</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/551</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R896 436 per annum (MMS Level 11), (Total cost package)
<u>CENTRE</u>	:	Nelspruit

<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Minimum Five (5) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025551@npa.gov.za
<u>POST 41/110</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2025/552 CPP: Mmabatho (Molopo) Ref No: Recruit 2025/553 CPP: Wynberg (Worcester) Ref No: Recruit 2025/554 CPP: Wynberg Ref No: Recruit 2025/555 CPP: Witbank (Delmas) Ref No: Recruit 2025/556 CPP: George (Mossel bay) Ref No: Recruit 2025/557
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Klerksdorp (Potchefstroom) & CPP: Mmabatho (Molopo) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Wynberg (Worcester); CPP: Wynberg & CPP: George (Mossel bay) Thuso Damane Tel No: (021) 487 7129 CPP: Witbank (Delmas) Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	CPP: Klerksdorp (Potchefstroom) e-mail: Recruit2025552@npa.gov.za CPP: Mmabatho (Molopo) e-mail: Recruit2025553@npa.gov.za CPP: Wynberg (Worcester) e-mail: Recruit2025554@npa.gov.za CPP: Wynberg e-mail: Recruit2025555@npa.gov.za CPP: Witbank (Delmas) e-mail: Recruit2025556@npa.gov.za CPP: George (Mossel bay) e-mail: Recruit2025557@npa.gov.za

<u>POST 41/111</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Bellville (Blue downs) (Sexual Offences) Ref No: Recruit 2025/558 (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	Sonwabiso Mkwakwi Tel No: (021) 487 7234
<u>APPLICATIONS</u>	:	e-mail: Recruit2025558@npa.gov.za
<u>POST 41/112</u>	:	<u>ICT ADMINISTRATOR REF NO: RECRUIT 2025/559</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office Suite specifically: Ms Word, Excel, PowerPoint, Ms Project and Computer programming skills. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Knowledge of legislation and regulations pertaining to public service administration, specifically: Good Governance and Batho Pele Principles, The Public Service Act and Regulations, Public Finance Management Act and Electronic Communication and Transaction Act.
<u>DUTIES</u>	:	Manage and monitor network connectivity and servers. Manage network security and performance. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Knowledge of legislation and regulations pertaining to public service administration, specifically. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<u>ENQUIRIES</u>	:	Matodzi Makhari Tel No: (012) 845 6012
<u>APPLICATIONS</u>	:	e mail: Recruit2025559@npa.gov.za

<u>POST 41/113</u>	:	<u>FINANCIAL INVESTIGATOR</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Nelspruit Ref No: Recruit 2025/560 Bloemfontein Ref No: Recruit 2025/561 Mthatha Ref No: Recruit 2025/562
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Three (3) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Valid driver's licence.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Nelspruit e mail: Recruit2025560@npa.gov.za Bloemfontein e mail: Recruit2025561@npa.gov.za Mthatha e mail: Recruit2025562@npa.gov.za
<u>POST 41/114</u>	:	<u>FINANCIAL ANALYST REF NO: RECRUIT 2025/563</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.
<u>DUTIES</u>	:	Capture and convert data into usable information. Conduct analysis of information gathered.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025563@npa.gov.za

<u>POST 41/115</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2025/564</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Administration or equivalent. Minimum of at least Three (3) year relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientation. Knowledge of PERSAL. Strong organisation and management skills. Knowledge of post specific skills such as Finance administration, HR management, Information management and Interpersonal relations. Reliable, organized and able to work in a team. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint.
<u>DUTIES</u>	:	Ensure that finance and supply chain services are administered. Manage performance management. Ensure that human resource management services are administered. Provide general administration services. Supervise staff.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025564@npa.gov.za
<u>POST 41/116</u>	:	<u>COMMUNICATIONS OFFICER REF NO: RECRUIT 2025/565</u> Strategy, Operations and Compliance: Chief Directorate: Communications
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Investigating Directorate Against Corruption (IDAC): Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Communications/Public Relations/ Journalism/ Media Studies or equivalent. Minimum two (2) years' experience in a communications environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic Computer skills: MS Office Suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Editing, project management, policy analysis and development, supervisory skills, decision making skills, analysis and problem-solving skills, interpersonal relations, communication (oral and written) skills. Excellent report writing skills. Drivers Licence.
<u>DUTIES</u>	:	Provide media support to the Regional Communication Manager. Assist with media queries in the region. Event management and public education and awareness. Provide communication support to regional business units and corporate managers. Make meaningful inputs to newsletters and other publications by contributing articles on a regular and sustained basis. Publish organisational performance information on all internal communication platforms to keep employees updated. Providing support to internal stakeholders such as the Strategy Management Office, EWP, IMU, HR, leadership, and both internal and external local events and campaigns.
<u>ENQUIRIES</u>	:	Isaac Dhludhlu Tel No: (012) 845 6711
<u>APPLICATIONS</u>	:	e mail: Recruit2025565@npa.gov.za
<u>POST 41/117</u>	:	<u>STATE ACCOUNTANT REF NO: RECRUIT 2025/566</u> Strategy, Operations and Compliance Directorate: Financial Management Sub Directorate Management Accounting
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Accounting/Auditing or other relevant qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting 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 prioritising skills. Problem solving and decision making.
<u>DUTIES</u>	:	Prepare monthly expenditure reports, analysing expenditure reports to detect any misallocations. Capture entities on BAS system. Prepare and capture journals on the BAS system. Prepare and Capture budget inputs on BAS system. Assist the Assistant Director with the overall management of the budget and expenditure. Clearing suspense accounts. Maintain a proper filing system as well as develop and maintain a record tracking system. Serve as a budget coach to all business units.
<u>ENQUIRIES</u>	:	Kedibone Sithole Tel No: (012) 845 6082
<u>APPLICATIONS</u>	:	e mail: Recruit2025566@npa.gov.za
<u>POST 41/118</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Bellville Ref No: Recruit 2025/567
		CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2025/568
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Bellville & CPP: Mitchells Plain (Bredasdorp), Sonwabiso Mkwakwi Tel No: (021) 487 7234
<u>APPLICATIONS</u>	:	CPP: Bellville e mail: Recruit2025567@npa.gov.za CPP: Mitchells Plain (Bredasdorp) e mail: Recruit2025568@npa.gov.za
<u>POST 41/119</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/569</u> Strategy, Operations and Compliance: Financial Management: Supply Chain Management - Logistics (Re-advert)
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Experience of working on LOGIS. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Written and Verbal communication skills, Planning, organising skills and analytical skills. Computer literacy and knowledge of programs in Microsoft Office (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Administer orders on LOGIS for leases, contracts and once off payments. Capture requests on LOGIS Mainframe. Approve Procurement Advices on LOGIS Mainframe. Authorise petty cash vouchers and orders on LOGIS Mainframe. Sending orders to service providers. Liaising with internal clients on the status of their requisitions. Keeping and updating of requisition and order register. Compile requisition report on monthly basis.
<u>ENQUIRIES</u>	:	John Solomon Tel No: (012) 845 6770
<u>APPLICATIONS</u>	:	e mail: Recruit2025569@npa.gov.za

<u>POST 41/120</u>	:	<u>PERSONAL ASSISTANT</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2025/570 Mthatha Ref No: Recruit 2025/571 Polokwane Ref No: Recruit 2025/572
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation, and professionalism. Knowledge of the relevant legislations, policies, prescripts, and procedures applicable in the public sector.
<u>DUTIES</u>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Regional Head and other staff within the unit. Provide high level secretarial, administration support and perform a personal assistant service to the Regional Head. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationery, refreshments for the Manager and office.
<u>ENQUIRIES</u>	:	Pretoria: Head Office, Joyce Marogoa Tel No: (012) 845 6700 Mthatha & Polokwane, Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Pretoria: Head Office e mail: Recruit2025570@npa.gov.za Mthatha e mail: Recruit2025571@npa.gov.za Polokwane e mail: Recruit2025572@npa.gov.za
<u>POST 41/121</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/573</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to the staff in human resources, finance, procurement and logistical services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025573@npa.gov.za
<u>POST 41/122</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/574</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Nelspruit
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy

skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES

: Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.

ENQUIRIES

: Tebogo Mashile Tel No: (013) 045 0686

APPLICATIONS

: e mail: Recruit2025574@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.



- APPLICATIONS** : Applications can be submitted in the following ways: (1) using a link, should you submit your application and CVs to the incorrect link will be regarded as lost and will not be considered.
- FOR ATTENTION** : Kindly contact Mr. Thabo Ngwenya Tel No: (012) 441 6108 or Mr. Mpho Mugodo Tel No: (012) 441-6017
- CLOSING DATE** : 21 November 2025 @ 16h00
- NOTE** : 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. 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 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. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

OTHER POSTS

- POST 41/123** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: NSG: 21/2025**
- SALARY** : R397 116 per annum (Level 08), plus competitive benefits cost to company
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised (NQF 6) in Human Resources Management, Human Resources Development, Industrial Psychology, Public Management, Public Administration or relevant field. Minimum of three (3) years' relevant experience in Human Resource Management field, including supervisory exposure to PERSAL transaction authorisations. Certificate on PERSAL Administration. The job holder will be subjected to a security vetting process, the clearance level of which will be determined at a later stage. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the legislative frameworks in the public service. Knowledge of the PERSAL system and registration of system control change (SCC). Microsoft Office suite Protocol, etiquette and diplomacy Batho Pele Principles. Code of Conduct. Skills Strong oral and written communication skills Ability to interpret relevant directives Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities Planning and organizing Basic programme and project management Problem solving and analysis Client orientation and customer focus Basic analytics Basic

DUTIES

research Basic financial management. Numeracy. Personal attributes: Professionalism. High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy and Honest. Maintain very high levels of confidentiality. Willing to work long hours and outside working hours. Support the drafting, review and implementation of HRM policies and SOPs. Facilitate policy communication sessions with employees and Organized Labour. Maintain a compliance matrix linking NSG policies to relevant legislative frameworks. Implement HRM policies and compile compliance reports. Conduct benchmarking and research to inform HRM policy updates. Develop and maintain an annual recruitment schedule aligned with HR plans. Draft job adverts, manage applications, and provide administrative support to panels. Coordinate verification processes including references, vetting, and qualifications. Compile appointment submissions and communicate outcomes to stakeholders. Maintain recruitment data and prepare regular reports for internal stakeholders. Process HR transactions on PERSAL relating to leave, termination, housing, allowances, Long Service and medical benefits. Respond to employee queries regarding conditions of service and benefits. Process exception reports and ensure data accuracy across transactions. Apply collective agreements and relevant DPSA determinations in daily transactions. Provide support in the resolution of benefit-related queries and escalations. Ensure HR establishment data is accurately captured and updated on PERSAL. Compile and submit periodic HR reports including the HR Plan, HR Oversight Report, and ad hoc statistics. Maintain records on vacancies, overtime, and leave trends. Conduct routine data verification and quality assurance. Maintain a compliant HR registry aligned to records management legislation. Ensure all personnel documentation is securely stored and easily retrievable. Support file digitization efforts as part of broader HR modernization. Provide HR audit documentation requests within specified timeframes. Assist with tracking unit performance indicators and operational reports.

ENQUIRIES APPLICATIONS

Mr Thabo Ngwenya Tel No: (012) 441 6108
Apply online via this link: [application for employment snr hr practitioner no: nsg 21/2025\) – fill out form](#)

POST 41/124

GRAPHIC DESIGNER REF NO: NSG 22/2025
Twelve months fixed term contract

SALARY CENTRE REQUIREMENTS

R397 116 per annum (Level 08)
Pretoria
A recognised qualification (NQF level 6) in Graphic Design, Visual Communication or related field. Minimum of three (3) years relevant experience in graphic design or visual communication environment. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Proficiency in Adobe CC (Illustrator, InDesign, Photoshop); basic animation/motion tools advantageous. Strong visual and typographic literacy, colour theory, layout and design fundamentals. Excellent stakeholder management, communication, and project coordination. Understanding of print production processes and web or digital formats. Skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Capabilities Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Research and Analytics. Basic financial management. Numeracy. Personal attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office, may be required. Travel and work with extended hours, including away from the office, may be required.

DUTIES

Interpret briefs and develop visual concepts that meet target, tone, and branding requirements. Design and finalise layouts for brochures, reports, presentations, infographics, and social media assets. Prepare ready-to-use files (print and web-optimised), ensuring correct formats, dimensions and

colour profiles. Maintain and evolve NSG brand identity across all materials, ensuring compliance with corporate and government style guides. Adapt designs for multiple platforms (email, web, social, print), ensuring consistency and integrity. Create digital assets for e-learning, web graphics and social media campaigns. Assist with basic motion graphics or animated banners for digital platforms. Contribute to development of audiovisual content in partnership with multimedia specialists. Optimise images and media for fast loading and responsive display across devices. Liaise with IT or web providers to integrate designs into NSG's digital channels seamlessly. Oversee multiple design projects simultaneously, from concept to completion, ensuring that they are delivered on time, within budget, and to the client's satisfaction. Interpret design briefs from NSG units and clarify requirements with stakeholders. Work closely with communication officers, subject matter experts and external suppliers (photographers, printers, web developers). Present design concepts and facilitate stakeholder feedback sessions. Manage design projects to ensure delivery on time and within budget. Assist with procurement and quality assurance of print and production services. Team Leadership: Lead and mentor a team of intern graphic designers providing guidance, skills transfer, feedback, and support to help them produce high-quality work. Source and take photographs for usage for internal newsletters and external publications. Providing guidance on existing trends/technology around graphic design tools and software. Apply quality control to all outputs to ensure correctness in layout, typography, image resolution and spelling. Ensure compliance with NSG brand guidelines, GCIS corporate identity and government accessibility standards. Maintain a library of templates, images and assets to ensure design consistency. Proofread designs before release and coordinate final approval workflows. Archive all artwork and maintain version control documentation. Design branded materials for internal and external events including banners, signage, and presentation slides. Collaborate with event coordinators to ensure timely delivery of design components. Develop campaign specific visual identities for initiatives and themed programmes. Provide on site design or layout adjustments where required during events. Produce wrap up (visuals, photography services, assistance with streaming, videography and video editing) and post event highlights for reporting and publication. Identify marketing opportunities to raise awareness around NSG programmes. Liaise with line function and band officials regarding distribution of NSG material during events.

**ENQUIRIES
APPLICATIONS**

: Nthabiseng Fuma Tel No: (012) 441 6011
: Apply online via this link: [application for employment graphic designer no: nsg 22/2025](#) – fill out form

POST 41/125

: **DIGITAL CONTENT CREATOR REF NO: NSG 23/2025**
Twelve months fixed term contract

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07)
: Pretoria
: A National Diploma (NQF level 6) in Graphic Design, Multimedia, Visual Communication, or equivalent qualification. Minimum of two (2) years relevant experience in digital content creation, photography or video editing in communications, marketing or education environment. Knowledge: Basic knowledge of public sector legislation, relevant policies and applicable legislative frameworks. Basic knowledge of video editing software, social media tools and content management systems. Basic knowledge of corporate communication and marketing practices, including government communication protocols and corporate identity. Basic knowledge of instructional design, digital learning platforms, mobile learning and blended learning environments. Working knowledge of digital content creation, multi-media production tools and software. Working knowledge of accessibility standards, copyright and digital content licensing. Skills: Digital content creation. Audio-visual recording and editing. Proficiency in Adobe Creative Suite (e.g. Photoshop, Illustrator, InDesign, Premiere Pro) or equivalent software. Understanding and good usage of Artificial intelligence tools. Interpersonal and communication skills. Time management and task prioritisation skills. Computer literacy in Microsoft Office Suite and digital content platforms. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal attributes:

		Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. 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. Travel and work with extended hours, including away from the office, may be required.
<u>DUTIES</u>	:	Capture and edit video and photographic content for internal and external communication use. Produce basic promotional videos and multimedia material for NSG programmes and events. Apply NSG brand and Corporate Identity standards when producing digital content. Maintain a structured digital media library, ensuring secure storage and access. Operate and maintain basic video, photography, lighting, and audio equipment. Update content across NSG digital platforms, including the website and social media accounts. Prepare and schedule posts to support campaigns, events, and public engagements. Monitor basic user engagement and generate weekly/monthly reports for communication leads. Assist with uploading videos, graphics, and newsletters across platforms. Flag content issues and suggest user-friendly content formatting for improved visibility. Design digital posters, banners, infographics, and templates for use in campaigns. Adapt existing design files for web-optimised or mobile formats. Support layout adjustments of reports and presentations using approved templates. Ensure content accuracy, correct formatting, and CI compliance in design outputs. Assist with preparation of visuals for digital learning content when required. Provide content production support for marketing campaigns and departmental events. Assist with photography, video recording and digital archiving during events. Liaise with communication staff for materials needed for stakeholder engagements. Coordinate logistical aspects of digital content production (e.g. venue setup, equipment). Assist with preparation and distribution of post-event digital highlights and visual reports. Maintain a digital content tracker and task list for scheduled assignments. Organise files, asset databases and version-controlled folders for active campaigns. Support communication team with general administrative tasks, briefs and record keeping. Keep up to date with content creation tools, trends, and technologies. Adhere to internal quality and workflow protocols, including sign-off and approval processes.
<u>ENQUIRIES</u>	:	Nthabiseng Fuma Tel No: (012) 441 6011
<u>APPLICATIONS</u>	:	Apply online via this link: application for employment digital content creator no: nsq 23/2025 – fill out form
<u>POST 41/126</u>	:	<u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: NSG 24/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus competitive benefits cost to company.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate (NQF 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management, Public Administration or a related field. Minimum of two (2) years relevant experience in Human Resource Development field. Demonstrated experience in using PERSAL. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the relevant HR legislation (e.g., Skills Development Act, Labour Relations Act, Employment Equity Act). Knowledge of the PERSAL system and registration of system control change (SCC). Knowledge of the legislative frameworks in the public service. Microsoft Office suite. Protocol, etiquette and diplomacy. Batho Pele Principles. Code of Conduct. Competencies/skills. Strong oral and written communication skills. Ability to interpret relevant directives. Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal Attributes: Professionalism. High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy

DUTIES

and Honest. Maintain very high levels of confidentiality. Willing to work long hours and outside working hours.

: Assist in the review and implementation of HRD-related policies, SOPs, and guidelines. Conduct benchmarking on HRD practices to support continuous policy improvement. Coordinate awareness sessions and training on new or revised HRD policies. Monitor compliance with HRD policies and report non-adherence. Maintain an updated HRD policy and procedure repository. Coordinate submission and tracking of performance agreements and assessments. Provide guidance on the application of PMDS tools and policies to staff and supervisors. Maintain accurate PMDS records for reporting, audit, and moderation purposes. Support facilitation of moderation and appeals processes. Assist in the implementation of performance improvement interventions. Assist in identifying training needs through skills audits and performance reviews. Coordinate internal and external training interventions aligned to WSP priorities. Administer SETA-aligned programmes, learnerships, and bursary tracking. Monitor and report on the implementation and impact of skills programmes. Ensure compliance with relevant skills development legislation and reporting requirements. Organise induction and onboarding sessions for new employees. Maintain records of all orientation and development initiatives. Facilitate implementation of mentorship and coaching programmes. Collect feedback and assess the effectiveness of training and onboarding activities. Provide logistical and administrative support for talent development initiatives. Maintain an accurate HRD registry, including training records and personnel files. Ensure safe storage and retrieval of HRD documentation in line with POPIA and NSG records policy. Prepare reports for internal use, SETAs, and other regulatory stakeholders. Assist in preparing documentation and responding to HRD-related audits. Provide general administrative support to the Assistant Director: HRD and the broader unit. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES
APPLICATIONS**

: Nthabiseng Fuma Tel No: (012) 441 6011
: Apply online via this link: [application for employment practitioner hrd no: nsg 24/2025](#) – fill out form

POST 41/127

: **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING: DEBTORS REF NO: NSG 25/2025**

SALARY

: R325 101 per annum (Level 07), commencing at plus competitive benefits cost to company.

**CENTRE
REQUIREMENTS**

: Pretoria
: A tertiary qualification at NQF level 6 Financial Accounting or Management Accounting in the field of Commerce, Business and Management Studies. 1 to 2 years' relevant experience. Knowledge: Working knowledge and good understanding of financial legislation, regulations and guidelines (including PFMA, Treasury Regulations, National Treasury Circulars and Practice Notes, Government Accounting Standards, Standard Chart of Accounts, Guidelines for Preparing Financial Statements). Working knowledge and good understanding of Public Service Act, Public Service Regulation. Knowledge of financial systems (BAS, PERSAL, LOGIS). Basic knowledge of financial and administrative procedures of donor funding allocations. Good knowledge of policies governing expenditure. Practical knowledge of MS Office suite. Capabilities/skills. Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Financial management. Intermediate numeracy skills. Intermediate financial accounting skills. Basic literacy skills. Good verbal and written skills. Good interpersonal skills. Good analytical skills. Intermediate computer literacy. Client orientation and customer focus skills
Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented;

DUTIES

creative and innovative; ability to work under pressure. Work extended hours, and the probability of travel.

: Provide support in financial information analysis using various tools, forecasting models and cost estimates database for financial planning and decision making. Provide support in analysing the NSG profitability through analysis techniques. Support in the management of the financial performance of the organisation by using standard costing, budgetary control, accounting ratios, cash and funds flow statements, cost reduction programmes and evaluating the capital expenditure. Support in budget planning, development, allocation and control in accordance with the Public Finance Management Act (PFMA), including MTEF, ENE and AENE. Collect and verify information collected from budget holders and verify the comparison of expenditure against budget. Identify variances, balance and rectify variance report. Capture the budget allocations and accruals correctly and accurately on the financial systems (BAS, Vulindlela.) Assist in identifying potential cost saving opportunities and limit fruitless and wasteful expenditure. Manage weekly bank and cash requisition of funds. Review and reconcile items recorded on the general and subsidiary ledger. Record Bank statements and bank balances on the system (BAS, PASTEL, TMS) and update relevant spreadsheets. Provide support in the preparation of the Appropriation Statement for the NSG. Support the implementation of processes to prevent unauthorised expenditure and overspending of the voted funds. Develop and prepare monthly, quarterly and annual expenditure reports. Compile monthly debt account reconciliations and management reports, including management of debt cases. Implement and monitor compliance to management accounting policies (e.g. debtor and revenue management) and standard operating procedures. Participate in workshops with relevant internal and external stakeholders on management accounting policies, procedures and processes. Review accurate capturing of debt take-on (invoicing) and write-off, including following-up on long outstanding debts. Compile monthly debtors' statements, age analysis, and reconciliations. Liaise with internal and external stakeholders regarding the debt collection of old and prepaid debt. Distribute invoices and credit notes to the NSG clients via email and courier. Investigate unknown/un-applied bank balances on the Trade Account. Update and maintain a debtor's invoice and payment register on Excel. Generate In Year Monitoring reports (IYM) and Early Warning System (EWS) reports. Assist in the compilation and distribution of monthly expenditure reports for the business units, as well as other financial/ budgetary reports and statistics. Provide administrative support to the Budget Control Committee (BCC) meetings. Maintain and update filing systems and statutory registers. Prepare the Compliance Certificate Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES APPLICATIONS

: Nthabiseng Fuma Tel No: (012) 441 6011
: Apply online via this link: [application for employment state accountant: debtors no: nsq 25/2025](#) (2) – fill out form

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.



CLOSING DATE
NOTE

- : 24 November 2025 at 12:00 pm (Midday)
- : 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.
- ERRATUM:** Kindly note that post Assistant Director: Information Security and Compliance with Ref No: S072/2025 was advertised in Public Service Vacancy Circular 39 dated 24 October 2025, with the closing date of 10 November 2025, the correct purpose is: To plan, implement, monitor, and enforce compliance in line with the Minimum Information Security Standards for employees within the National Treasury. The closing date has been extended to 17 November 2025 at 12:00 pm (Midday).

MANAGEMENT ECHELON

<u>POST 41/128</u>	:	<u>DIRECTOR: CORPORATE GOVERNANCE REF NO: S094/2025</u> Division: Asset and Liability Management (ALM) Purpose: To promote and monitor corporate governance in schedule 2 and 3B State Owned Companies /public entities in compliance with the Public Finance Management Act (PFMA) for entities reporting to the Minister of Finance.
<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 law or an equivalent (LLB). A minimum of 5 years' experience at a middle or senior managerial level obtained in a corporate governance, financial institution/ public entities. Knowledge of government's broad policy framework, e.g. PFMA, King Codes. 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>	:	Implement Public Finance Management Act (PFMA) in SOEs: Monitor submission of shareholders compacts, corporate plans, and other information in compliance with PFMA and King Codes on corporate governance in the public sector. Monitor compliance with enabling legislation, PFMA, Companies Act and applicable governance prescripts. Review and process applications in terms of the PFMA. Governance reviews of corporate plans, shareholder compacts and annual financial statements for schedule 2 and 3B entities reporting to the Minister of Finance. Promote Corporate Governance in SOEs: Provide advice on remuneration of executive and non-executive directors. Review legislative and governance instruments such as the enabling legislation, remuneration policies, memorandum of incorporation, etc. Provide inputs on the tabling of corporate plans and annual reports. Coordinate the appointment of members of boards and executive management in line with the entities enabling legislation or memorandum of incorporations. Coordinate the annual general meetings and provide advice on matters to be transacted at the annual general meetings. Provide institutional support for Board evaluations. Provide secretariat services to the Fiscal Liability Committee. Provide governance services to all other schedule 2 and 3Bs entities. Dividends from Public Entities: Maintain and update database on dividends declared and received by the government from the public entities 's projected dividends for the MTEF period. Coordination of Contingent Liability: Provide secretariat services to the Fiscal Liability Committee.
<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>POST 41/129</u>	:	<u>DIRECTOR: SAVINGS AND RETIREMENT FUNDS REF NO: S099/2025</u> Division: Tax and Financial Sector Policy (TFSP) Purpose: To monitor and analyse developments in household and retirement savings, and provide policy advice on the regulation, supervision, and reform of the retirement fund industry across both the private and public sectors.
<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 qualification (equivalent to NQF level 7) in Economics or Law or Finance or Investment Management. A certificate in retirement funds law will be an added advantage. A minimum of 5 years' experience at a middle or senior managerial level obtained in the retirement fund industry. Knowledge and experience of the retirement fund legislation and regulatory framework, i.e. Pension Funds Act, Regulations, Conduct Standards. Demonstrate an awareness of retirement fund investments and governance requirements. Knowledge and exposure to different retirement fund structures. Knowledge of retirement fund role-players. Ability to compile reports, research papers and present findings to various stakeholders. 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>	:	Development of Savings and Retirement Fund Policy Framework: Research and recommend policy changes to reform the retirement fund industry and improve household savings. Enhance the availability and use of savings products, especially for low-income consumers. Support consumer awareness on the culture and importance of saving. Retirement Fund Regulation and Legislation: Participate in the formulation of legislative and regulatory interventions. Monitor the implementation of legislation and regulation of the retirement fund industry and their policy impact. Participate in the enactment of necessary law/s through Parliament. Retirement Fund Governance: Monitor the governance of retirement funds and formulate relevant policy changes. Retirement Fund Investments: Monitor retirement fund investment issues and their policy impact and provide policy proposals where gaps are identified with Stakeholder Engagement: Engage with the Financial Sector Conduct Authority and the Office of the Pension Funds Adjudicator on policy, regulatory and legislative gaps to be addressed. Advise stakeholders on issues regarding the government's retirement fund policy framework. Represent the National Treasury in external and governmental forums on savings and retirement reform-related issues.
<u>ENQUIRIES</u>	:	Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment

OTHER POSTS

<u>POST 41/130</u>	:	<u>DEPUTY DIRECTOR: DEBT ISSUANCE AND MANAGEMENT REF NO: S083/2025</u> Division: Asset and Liability Management (ALM) Purpose: To finance the government's borrowing requirements through the issuance of government securities in the domestic and international capital markets; and to manage the government's existing stock of debt to broaden the total investor base.
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive)
<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 with exposure to money, banking and capital markets. A minimum of 4 years' experience of which 2 years should be on an Assistant Director or equivalent level obtained in financial markets, with fixed income trading or research experience an added advantage. Knowledge and experience in quantitative research methodologies. Knowledge and experience in market analysis related to 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>	:	Stakeholder Engagement: Finance borrowing requirement in domestic and international capital markets: Provide accurate inputs required to formulate funding strategy, budget review and medium-term budget. Undertake quantitative and qualitative analysis on debt management issues and advise/inform the issuances of government securities in the domestic and international capital markets. 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. Keep up to date with the funding requirements and liaise with relevant stakeholders. Perform analysis of Treasury bills, bond auctions, and secondary market performance, and provide recommendations to optimises issuance strategy. Perform market, quantitative and yield curve analysis for bond auction announcements and recommend bonds to be issued. Oversee issuance planning and recommend strategies for enhancing liquidity across the yield curve, including Treasury bills and floating-rate instruments. Lead the structuring and execution of complex debt instruments including ESG bonds, Sukuk (Ijara, Wakala, hybrid), infrastructure bonds, and other innovative products, Direct analysis and recommendations on derivative instruments such as cross-currency swaps, interest rate swaps, and repo facilities to optimises the sovereign's debt profile and cash management. Stakeholder engagement: Develop and implement tools that will maintain and broaden the investor base. Act as lead liaison with key market participants including primary dealers, institutional investors, MDBs, rating

agencies, IMF, World Bank, and SARB. Present and defend complex funding and market development strategies to internal governance committees, Cabinet, and external stakeholders with technical rigor. Develop and implement investor websites to improve stakeholder engagement. Engage domestic and foreign investor stakeholders, through roadshows and other mediums. Build strong networks with local and global DCM players to anticipate shifts in investor appetite, regulatory frameworks, and funding opportunities. Disclose listing requirements in domestic and offshore bond issuance: Initiate the annual filing process of the 18K form with foreign stakeholders like the U.S. Security Exchange Commission and Japan. Adhere to disclosure and listing requirements associated with domestic and offshore bond issuance. Engage stakeholders on general information in the sourcing and exchange of processing. Verify information for correctness and ensure their accuracy. Management of domestic and foreign currency debt: Monitor the debt portfolio and implement strategies to reduce the re-financing risk and cost, Initiate frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information. Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio. Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation. Perform research on markets volatility and conduct general market research: Initiate research on capital markets pertaining to market volatility in the prudent management of debt. Lead applied research on advanced capital market structures, ESG integration, and global best practices in sovereign funding, Produce high-quality, policy-relevant papers and technical reports to support decision-making at senior government level. Perform research on local and international markets to stay abreast of developments which may have an impact on debt management issues. Analyse and provide inputs to briefing notes and speeches. Market Development & Ecosystem Building: Lead initiatives to develop and operationalise the Bond CCP, ETP, and other market infrastructure, ensuring alignment with international best practice. Drive strategies to deepen domestic and foreign investor participation, including retail savings initiatives and engagement with pension funds, banks, and asset managers. Provide strategic inputs into South Africa's role in regional and continental debt market development initiatives.

<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>POST 41/131</u>	:	<u>SENIOR ECONOMIST: ENVIRONMENTAL AND FUEL TAXES REF NO: S057/2025</u> Division: Tax and Financial Sector Policy (TFSP) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply). Purpose: To conduct economic research and policy analysis on the design and implementation of carbon pricing policies, transport taxes and incentives to promote decarbonisation of the transport sector.
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum bachelor's degree at (equivalent to NQF level 7) in Environment, Energy or Transport Economics and Environmental Science or Environmental Management. An Honours degree would be advantageous. A minimum of 4 years' experience of which 2 years should be at an Economist level or equivalent in economic research and policy analysis. Knowledge and experience in quantitative techniques and tools, excel and other statistical packages and econometric modelling. Knowledge and experience in climate, transport and energy policy development. Knowledge and experience in public policy processes and stakeholder engagement.
<u>DUTIES</u>	:	Market Based Fiscal instruments to Support Climate Change Mitigation and Adaptation in the transport sector: Conduct economic research, policy analysis and reviews on price-based instruments including carbon taxes, incentives, charges and subsidies to support the decarbonisation of the transport sector. Conduct economic research, policy analysis and reviews on quantity-based environmental fiscal instruments to support Climate Change adaptation and mitigation including carbon market mechanisms under Article 6 of the Paris Agreement, and carbon budgets and sector emission targets, Consult with the Departments of Forestry, Fisheries and the Environment, Transport, Mineral

and Petroleum Resources, Electricity and Energy and the South African Revenue Service on climate and transport related policy proposals. Liaise with legal drafters to ensure that climate and transport related tax proposals and amendments are incorporated into law as intended. Carbon and transport related excise Taxes: Conduct economic research, policy analysis and stakeholder consultation, on existing transport-related excise taxes, including Fuel taxes, Diesel fuel tax refund, Vehicle taxes. Compile and maintain fuel price and fuel levy databases, reviews, and reports on transport fuel taxes including: Annual fuel levy adjustments, Fuel sales, volumes, and prices, Petrol, diesel, and liquefied petroleum gas differentials, Diesel fuel tax refund, Clean fuels initiatives, Biofuels initiatives, Road accident fund levy, Interact with the Departments of Forestry, Fisheries and the Environment, Transport, Mineral and Petroleum Resources, Electricity and Energy and the South African Revenue Service. Liaise with legal drafters to ensure that carbon and fuel tax policy proposals and amendments are incorporated into law as intended. General environment issues: Formulate tax policy advice, provide comments on Cabinet memorandums, government policy strategies; and analysis of macro-economic impacts of climate, environment, energy and transport policy.

**ENQUIRIES
APPLICATIONS**

: Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/132

: **DEPUTY DIRECTOR: IT AUDIT REF NO: S073/2025**
Division: Office OF The Director-General (ODG)
Purpose: To manage the IT audit plan for NT, ASB, IRBA and GTAC in accordance with the planned IT audit methodology.

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (all-inclusive)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor of Technology or degree (equivalent to NQF level 7) in Information Systems or Computer Science or Internal Auditing or Certified Information Systems Auditor (CISA). A certification as a Certified Information Security Manager (CISM) or Risk and Information Systems Control (CRISC) or Information System Security Practitioner (CISSP) will be an added advantage. A minimum of 4 years of which 2 years should be at an Assistant Director level or equivalent obtained in IT Auditing. Knowledge and experience of Strategic IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements. Knowledge of Information Security and IT Policies, Procedures, Software Licensing, Project Management, Audit Standards, Business Continuity and Disaster Recovery. Experience in Application Control Reviews, Business Process Mapping and Analysis and Data Analytics. Knowledge of General Control Reviews, Networking, Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security and Information Security.

DUTIES

: Strategic leadership and stakeholder management: Contribute to raising awareness of the Internal Audit division with specific emphasis on IT Audit through stakeholder engagement. Execute plans and guidelines to ensure completion of strategic and operational activities. Liaise, co-coordinate, establish and maintain good relations with stakeholders on audit-related matters. Contribute towards initiatives or recommendations by the Audit Committee. Audit Process - Risk assessment, audit plan, assurance and consulting services: Manage all IT audits and perform quality assurance. Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the 3-year rolling audit plan and detailed annual IT audit plan based on the strategic and operational IT risks. Provide advice and guidance on IT Audits to be conducted and propose solutions for challenging technical related problems. Ensure completion of all IT audits as well as the findings register. Initial quality assurance of all IT audit reports before submission to the Senior Manager IT Audit. Providing feedback and clarification to the client relating to IT audit reports, control and technology related matters. Resource management: Manage and develop IT Audit resources to ensure effective and efficient delivery and overall achievement of IT Audit objectives. Develop the training plan for IT Audit. Perform resource allocation and prioritisation across IT audit projects. Process improvements and research: Keep abreast of global trends, new developments in the IT audit.

		Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services Management reporting: Manage the IT audit reporting processes, Assist with the development of the audit committee packs. Present IT Audit reports to clients. Provide feedback on the progress against the approved IT audit plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 41/133</u>	:	<u>ASSISTANT DIRECTOR: DATABASE DEVELOPMENT AND MANAGEMENT REF NO: S095/2025</u>
		Division: Budget Office (BO)
		Purpose: To assist in the provision of reliable financial data related to the provincial sphere of government for the analysis of policy formulation and reporting in compliance with regulatory requirements.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum, (Excl. benefits)
	:	Pretoria
	:	A minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Computer Science or Accounting or Economics or Business Economics or Management. A minimum of 3 years' experience obtained in database development, data warehousing and data integration. Knowledge and experience in report development. Knowledge and experience in utilisation of MS Office suite of products, with particular emphasis on Microsoft Excel.
<u>DUTIES</u>	:	Data Storage: Assist in the development of a formal database housing revenue and expenditure data covering all aspects of the budget cycle. Assist with the reviewing of the data model to enhance data management and improve efficiency of data extraction and reporting. Data Gathering: Provide technical support in developing reporting systems, templates and tools, to provide accurate and reliable data for internal and external usage. Enhance processes and procedures regarding automation and data extraction from financial systems for reporting purposes. Data Integrity: Apply classification standards, circulars and practise notes consistently and correctly. Maintain data between National Treasury and other institutions. Assist with the application of changes to the Economic Reporting Format and the Standard Chart of Accounts to history data to guarantee the consistent application of data. Data analysis: Provide technical support to internal and external clients regarding data analysis tools and techniques. Provide data for Treasury publications and internal and external documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 41/134</u>	:	<u>ASSISTANT DIRECTOR: IT AUDIT REF NO: S097/2025</u>
		Division: Office of The Director-General (ODG)
		Purpose: To provide innovative, business processes and internal control review pertaining to good corporate governance in National Treasury and its entities.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (Excl. benefits)
	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Internal Auditing or Information Systems; A Certified Information Systems Auditor (CISA) will be an added advantage. A minimum of 3 years' experience obtained in an Internal Auditing environment. Knowledge of Information Security and IT Policies, Procedures, Software Licensing, Project Management, Audit Standards, Business Continuity and Disaster Recovery. Knowledge of Strategic IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements. Experience in Application Control Reviews, Business Process Mapping and Analysis and Data Analytics. Knowledge of General Control Reviews, Networking, Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security and Information Security.
<u>DUTIES</u>	:	Assist with Project Planning: Maintain personal time records and manage allocations and time budget. Assist with the preparation of analytical reviewing of financial data. Collate the relevant data. Document Information and Transaction Flow: Implement and management information flows in respect of

financial, policies and procedures in compliance with relevant statutes. Identify auditable processes within the National Treasury. Analyse information process flows from beginning to end as recorded within the management accounts. Keep record of information on flow chart or system description. Identify Systems Risk and Controls and Perform Audit testing: Analyse risk and critical control points in a system within an applicable process. Quantify consequences of a break-down in a control and conduct a preliminary evaluation of the controls. Perform compliance tests (tests of the operation controls) and adopt appropriate statistical sample as designed for utilisation of audit software in data extraction methods. Prepare a risk register and perform audit test per programme. Document test results on working papers for record purposes. Evaluate Results and Develop Control Mechanisms: Evaluate working papers in accordance with auditing standards and methodology. Prepare recommendations for the improvement of procedures and controls. Extrapolate (if need be) impact of error on sampled population and prepare report based on identified recommendations. Engage internal stakeholders and assist in the follow-up of outstanding audits.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/135 : **ASSISTANT DIRECTOR: BUSINESS PROCESSES REF NO: S098/2025**

Division: Office of The Director-General (ODG)

Purpose: To develop, review, evaluate, maintain and align business processes and related policies and procedures to harvest knowledge assets, retain institutional memory, and promote learning, innovation, organisational business improvement, training, and knowledge sharing.

SALARY : R468 459 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelors' degree (equivalent to NQF level 7) in Business Administration or Business Analysis. A certification in business process re-engineering will be an added advantage. A minimum of 3 years' experience obtained in a business process mapping and business analysis environment. Knowledge and experience in modelling applications, e.g. Case Wise, scenario testing techniques. Process mapping software e.g. Visio, Visual Paradigm, Casewise, Aris, etc.

DUTIES : Business Processes: Develop and maintain existing business processes and procedures based on process studies, best practices and analysis of information verified with relevant stakeholders. Review policies and changes in the operational environment and suggest enhancements. Align the "how-to" guides with current environments and maintain the e-learning sites. Identify and harvest knowledge assets within Business Units and ensure alignment of knowledge management processes. Support organisational improvement initiatives through process optimisation and innovation. Integrate M&E insights into business process reviews to ensure continuous improvement and responsiveness to evaluation findings. Administration and Awareness: Assist with maintenance of process mapping and procedural related work. Compile progress reports and action logs for execution. Assist with projects that involve business process mapping work. Conduct interactive engagements with stakeholders to align business processes and procedures, and the implemented thereof. Prepare presentation and conduct workshops and awareness sessions. Stakeholder Engagement: Conduct research into best practices that are applicable to stakeholder requirements. Gather information during workshops and advise during feedback sessions on gaps and the remedial ways for implementation. Facilitate training and knowledge sharing sessions to embed process understanding and institutional memory.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **Free State/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 High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town.
- Gauteng: Johannesburg High Court:** 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.
- Mpumalanga/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- KwaZulu-Natal: Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000

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 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.

ERRATUM: kindly note that the correct email address for the advertised internship programme on circular 40 with reference no: 2025/297/OCJ should be emailed to 2025/297/OCJ@judicairy.org.za and for reference no 2025/298/OCJ Should be emailed to 2025/298/OCJ@judiciary.org.za

OTHER POSTS

<u>POST 41/136</u>	:	<u>IT COORDINATOR REF NO: 2025/305/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 and a National Diploma in Computer Engineering/ Information Technology or equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of three years' experience in general IT desktop support. ITIL Foundation Certificate will be added advantage, A driver's license will serve as an advantage. Skills and Competencies: Project and Systems Management: Knowledge as a Network Administrator, Help Desk or First Line Support, Knowledge of government prescripts, regulations, and laws, Knowledge of development of users training manuals, guidelines and procedures and drafting of a budget, Knowledge and experience in evaluation of End-User training, Knowledge of Public Sector IT environment, LAN,WAN Project and Change Management, Experience in IT Asset Management, Effective communications skills (written and verbal), Problem Solving and analytical skills, Coaching skills, Good interpersonal relations skills, Training and presentation skills, Planning and organization skills, Decision making skills, Technical skills, Computer skills, Project management skills, Customer Service orientated, Time management skills, Ability to multi-task is essential, Ability to work under pressure, Flexible, Confidence, Ability to meet deadlines, Accountable, Attention to detail and Assertiveness. 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.
<u>DUTIES</u>	:	Optimise Business Applications and transversal systems in the Province, ensure availability of systems to all officials who are entitled to use them, Ensure the installation of the correct packages on computers for the smooth running of systems i.e. antivirus, and any related updates, Create and update spreadsheets for all users of the system and monitor access provided to these systems, Manage additional and removal of profiles on system servers, Maintain the IT assets at the provincial level, oversee the lifecycle of hardware and ensure compliance to the Asset Management Policy. Conduct ICT infrastructure operations assessment within the and compile reports accordingly, Identify areas within the court/service centres that need ICT upgrades and identify the most suitable viable solutions to enhance service delivery, Assist Judges and Managers with virtual hearings and meetings (Teams & Zoom) and provide audible recordings, Provide scrapping certificates for all out of warranty equipment where required, Participate on the provincial disposal committee for disposal of IT goods, Respond to all IT support requests, enquiries and calls logged with the OCJ and DOJ&CD helpdesk and escalate when necessary, Monitor and assist with calls that are logged to the service desk and check if they are attended to as per the SLA, Configure workstation to access LAN and Wide Area Network (WAN) resources (internet, intranet, VPN, Business Applications), Monitor and report on all the work done by external service provider in respect to IT, Track and manage all LAN faults escalated to SITA or Head office until they are resolved (faulty switches and network points), Communicate the status of all escalated LAN faults to the

		affected user community and the provincial head. Manage IT contracted service providers at the provincial level: Manage all third parties providing network services and ensure that SLA is met, Escalate all calls that are not resolved correctly to the ICT Service Management, Liaise with stakeholders to discuss ICT issues and contracted services within OCJ, Manage and facilitate rollout of all new systems and IT infrastructure in the Court / Service Centres, Monitor and facilitate adherence to applicable SLAs by all service providers, Facilitate repair of all faulty IT equipment (printers, desktops, laptops) still under warranty and also of those out of warranty only if economical to do so. Provide provincial reports and adhoc reports with regards to the ICT projects and System Utilisation: Provide monthly ICT report to the DCO on completed and forth coming projects within OCJ, Schedule monthly meetings with service provider assigned to the province for project updates and infrastructure reporting, Provide IT Assets Inventory Report (printers, laptops, desktops) and Provide report on warranty status of IT equipment (printers, laptops, desktops).
<u>ENQUIRIES</u>	:	HR Enquiries Technical enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/305/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 41/137</u>	:	<u>LAW RESEACHER REF NO: 2025/306/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823per annum (Level 09). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Division of The High Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and a 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. A minimum of 3 years' legal research experience will serve as an added advantage. Skills and Knowledge: 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. 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.
<u>DUTIES</u>	:	Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track

changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Ms Dlomo Tel No: (010) 494 8341
APPLICATIONS : HR Related Enquiries; Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : Applications can be sent via email at 2025/306/OCJ@judiciary.org.za
 : The Organization will give preference to candidates in line with the departmental employment equity goals.

POST 41/138 : **SENIOR COURT INTERPRETER REF NO: 2025/307/OCJ**

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

CENTRE : Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS : Grade 12 and a National Diploma in Legal Interpreting/ or equivalent qualification at (NQF level 6) and A minimum of one (1) year practical experience in Court Interpreting. A valid driver's license. Proficiency languages :SiSwati, Xitsonga, Sepedi, Isizulu, English, Afrikaans will serve as an added advantage. Knowledge and Skills: Knowledge of relevant acts and regulations, Knowledge of culture, Knowledge of subject area. Know how to translate and be able to keep to time frame, Computer literacy (MS Office), Effective communication skills (written and verbal), Time management, Good interpersonal relations skills, listening skills, Customer service skills, Problem solving skills, Planning and organising skills, Decision-making skills, Analytical thinking, Excellent English language skills, Problem Solving, Flexible, Motivational, Able to work under pressure, Meticulous, Self-driven and People-centric. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims courts, Interpret in disciplinary hearing, Interpret in Conciliation and Arbitration, Interpret in confession, Interpret in pre-trial proceedings and consultations, Liaise with the Supervisor for foreign language interpreters, Interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial, Interpret non-verbal gestures, dramatization and confessions, Engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in court. Render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, Convey the correct language in accordance with language usage of the speaker, Control the speaker and ensure that the citations are interpreted correctly, Interpret non-verbal gestures dramatization and confessions. Translate legal documents and exhibits: Study and analyse the source document, Conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, Check, edit and revise the translated document, Translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, Populate the terms and respective meaning in the glossary register, Gather all trial documents, Attend to mechanical recordings and Compare notes of the Presiding Officer, State and Defence.

ENQUIRIES : Technical enquiries: Ms E Smith Tel No: (013) 758 0000
APPLICATIONS : HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000
NOTE : Applications can be sent via email at 2025/307/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals

<u>POST 41/139</u>	:	<u>USHER MESSENGER REF NO: 2025/308/OCJ</u>
<u>SALARY</u>	:	R163 680 - R 192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Kwa Zulu Natal Local Division of The High Court: Durban
	:	ABET or (Equivalent qualification at NQF level 4), No experience required. A driver's License will be an added advantage. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge and understanding of the legislative framework governing Public Service, 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. 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.
<u>DUTIES</u>	:	Render administrative support functions to the Judges and the Court Room: Escort members of the bench to and from court and attends Judges' chambers with counsel, Facilitate order in court rooms before calling the Judges in, Organize the court crew and inform them of the starting times, in line with the daily court roll, Maintain silence and order in the court rooms when Judges enter or leave, Check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list. Maintain Court Rooms' records: Check and arrange the criminal and civil files (to be taken to the court rooms), Report the missing files to the Judges, File/ archive the documents, registers, etc. Facilitate the smooth- running of the court rooms: Assist with the scheduling of court matters (motion opposed), Arrange the representation of cases, Negotiate the Court Rooms allocation with Judges in times of Court. Room shortages. Collect and distribute court files: Sort and check the court files, Keep the court files safe and Circulate Court rolls according to the distribution list.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms K Marias Tel No: (031) 492 5502 HR enquiries: Ms. SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/308/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 41/140</u>	:	<u>HANDYMAN REF NO: 2025/309/OCJ</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 REQUIREMENTS</u>	:	Free State Division of The High Court
	:	ABET or (Grade 10). Relevant experience required. Must be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical. Must be willing to do all other trades, be keen to learn and must be physically healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety act. 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 the Public Service. Knowledge of Batho Pele Principles. Communication skills (verbal & written). Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer Literacy. Planning and organizing skills. Report writing skills. Typing skills. Self-management. Self-motivated. Creative thinking. Teamwork. Ambitious. Time bound, Assertive and flexible. 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.
<u>DUTIES</u>	:	Provide handyman services at the court. Relocate office equipment as and when required. Coordinate removal of damaged office furniture for 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 delivery of office equipment. 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. Facilitate repairs to water leaks. 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 IM Seakge Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	HR Related Enquiries; Ms D Peters Tel No: (051) 492 4523
<u>NOTE</u>	:	Applications can be sent via email at 2025/309/OCJ@judiciary.org.za
	:	The Organization will give preference to candidates of youth in line with the departmental employment equity goals.
<u>POST 41/141</u>	:	<u>HANDYMAN REF NO: 2025/310/OCJ</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>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), or equivalent qualification. A valid driver's license. 3 Years experience in handy man or general worker, in areas including but not limited to plumbing, electrical, repair and maintenance work. A trade test certificate in plumbing, electrical, bricklaying, carpentry or mechanical will be an added advantage. 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. 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.
<u>DUTIES</u>	:	Perform minor general building maintenance and repairs. Attend to minor plumbing, electrical, bricklaying, mechanical, carpentry and general handyman duties. Conduct routine inspections of the building on daily, weekly and monthly basis to identify faults. Breakages and general maintenance needs. Report unauthorised movement of equipment, attending to general work as required including driving Judges' vehicles for repairs, servicing, car washes drop off and pick ups from and to the airport and purchasing of goods for the office.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
<u>APPLICATIONS</u>	:	HR Related Enquiries; Mr RAF Wesso at (087) 106 1775
<u>NOTE</u>	:	Applications can be sent via email at 2025/310/OCJ@judiciary.org.za
	:	The Organization will give preference to candidates in line with the departmental employment equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE
NOTE

- : 21 November 2025 at 16H00
- : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

<u>POST 41/142</u>	:	<u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER (GIS) REF NO: 2025/141 (X5 POSTS)</u> (12 Months Contract)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Minimum of three-year tertiary qualification in Geographical Information Systems, Geo-Informatics, Geography, Related Science Field or Asset Management with relevant experience in GIS, Asset and Property Management. Experience in State Land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good verbal and written communication skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	:	Geographical referencing of administrative geographical data: Analysis, geo-coding and spatial representation of land and buildings information. Maintain GIS databases and use GIS software to analyse the spatial and non-spatial information. Investigate, and spatially link the cadastral data to the IAR. Perform quality assurance on assets loaded in the Mobile Immovable Asset Register (MIAR) system to ensure accuracy and correctness of the immovable assets information. Convert various formats of data into GIS data format, such as text or spreadsheet files with latitude and longitude coordinates, aerial or satellite imagery and manual digitising of map images. Research and document GIS processes to assist in enhanced workflows. Assist the field workers with physical verification queries and challenges to support the physical verification process.
<u>ENQUIRIES</u>	:	Mr Siboniso Sokhela Tel No: (012) 406 1143/2043
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-70@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau.
<u>POST 41/143</u>	:	<u>ADMINISTRATIVE SUPPORT: ASSET REGISTER MANAGEMENT REF NO: 2025/142</u> (12 Months Contract)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12/equivalent qualification Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.
<u>DUTIES</u>	:	Support the effective management of the workflow of the component. Support the administration of functions of the office. Liaise with relevant stakeholders regarding outstanding information and issues. Co-ordinate meetings and minutes. Manage due dates of correspondence. Manage visits and visitors. Prepare documentation for meetings. Presentations and reports. Administrate office correspondence. Documents and reports. Manage sorting and filing of documents. Co-ordinate office activities and organise meetings. Workshops and document records thereof. Draft and type correspondence and documents. Manage communication and flow of information in the office. Arrange travel and accommodation. Process forms and documents related to claims, payments and invoices relevant to the office. Check and verify budget breakdown captured on BAS. Capture requests on LOGIS. Confirm availability of funds. Trace and monitor payment of services provided to the unit. Effective co-ordination of office activities and nature of organised meetings and workshops.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-71@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau

<u>POST 41/144</u>	:	<u>ADMIN CLERK: IMMOVABLE ASSET REGISTER (GIS) REF NO: 2025/143 (X7 POSTS)</u> (12 Months Contract)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent qualification. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven. (Relevant work experience in Geographic Information Systems (GIS), Immoveable Asset Management and State Land Administration and Experience in mapping and verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage).
<u>DUTIES</u>	:	General administrative responsibilities and functions to support the Assistant Director and Deputy Director with GIS activities related to the mapping and verification of Immoveable Assets which may include: Extracting/digitising and loading of the state owned assets (land and buildings) in the Mobile Immoveable Asset Register (MIAR) system; Assisting the field workers with physical verification queries and challenges to support the physical verification process; Assisting the Assistant Director and Deputy Director with monitoring tasks during implementation phase of various Immoveable Asset Register projects; Monitor that all improvements within the state owned properties are appropriately identified and recorded in the IAR; Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.); Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director.
<u>ENQUIRIES</u>	:	Mr. S Sokhela Tel No: (012) 406 1143
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-72@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 21 November 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote presentively in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 41/145** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS BILATERAL AND MULTILATERAL AGREEMENTS REF NO: ASD IRBMA**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Support the implementation of the DSBD's International Relations Strategy and Policy Framework. Provide Bilateral and Multilateral Agreements support by providing technical support during the negotiation, drafting, and review of bilateral and multilateral agreements and Memoranda of Understanding (MoUs), identifying emerging trends and opportunities in regional, continental, and global platforms that benefit MSMEs and Cooperatives, develop and maintain monitoring tools to track progress, obligations, and outcomes of implemented agreements etc. Provide technical support in DSBD's bilateral and multilateral agreements negotiations aimed at supporting MSMEs and Co-operatives development, includes but not limited to: keeping abreast of current economic and geopolitical developments, conducting research on current developments that impact on bilateral relations and multilateral engagements aimed at supporting MSMEs and Co-operatives development, identifying economic trends and developments in multilateral organisations, participating in bilateral and multilateral agreements areas of collaboration negotiations etc.

	Identify stakeholders in government, international organisations, development agencies and diplomatic institutions, coordinate and maintain strategic relationships with stakeholders to facilitate the implementation of agreements and maintain an updated database of bilateral and multilateral agreements and cooperation projects. Monitor and analyse international political, economic, and trade developments with implications for DSBD programmes. Provide advisory reports on risks, opportunities, and strategic positioning for MSMEs and Cooperatives in global markets. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
<u>ENQUIRIES</u>	: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>NOTE</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment4@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., REF NO: ASD IRBMA"
<u>POST 41/146</u>	: <u>ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS – MARKET OPPORTUNITIES REF NO: ASD IRMO</u>
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
<u>DUTIES</u>	: Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework, inclusive of, by not limited to: supporting the implementation of the Department's international relations and market access strategy and aligning programme activities with bilateral and multilateral trade agreements and policy frameworks. Coordinate Market Access Programmes by providing technical and logistical support for outward trade missions, export promotion activities, exhibitions, and B2B engagements, identifying appropriate international fairs, exhibitions and trade platforms informed by market intelligence and identifying and securing partnerships with export councils, development agencies, foreign missions, private sector and funding institutions for joint implementation of market access initiatives etc. Identify export development stakeholders, coordinate and maintain relationships with various stakeholders within the Value Chain & Market Support as it relates to market opportunities and respond to enquiries from international trade and investment partners, agencies, export bodies and business support institutions etc. Conduct research and analysis on socio-economic and geopolitical trends affecting international trade opportunities for MSMEs and Cooperatives, establish partnerships with reputable institutions (trade commissions, embassies, export councils, research bodies) to source up-to-date market intelligence and produce market intelligence reports, sector briefs, and advisory notes to inform departmental decision-making. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
<u>ENQUIRIES</u>	: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>NOTE</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment8@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., "REF NO: ASD IRMO".

<u>POST 41/147</u>	:	<u>ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS- INTERNATIONAL COOPERATION REF NO: ASD IRIC</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages, Excel skills for business, including advanced formula techniques, data cleaning and preparation, and spreadsheet design and documentation. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
<u>DUTIES</u>	:	Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework, inclusive of but no limited to supporting alignment of programmes and initiatives with South African government policies, plans, and priorities and conducting research and analysis of international policies, socio-economic trends, geopolitical developments, and legislation that may impact the Department's international cooperation strategies. Provide technical support towards the implementation of international cooperation partners (donor organisations) assistance by coordinating and facilitating the development of agreements, conducting research on current developments that impact international cooperation, facilitating reporting in line with Government and donor organisation requirements, conducting desktop research on current developments that may impact partnerships and international cooperation aimed at supporting MSMEs and Co-operatives development etc. Coordinate regular engagements with international partners to strengthen collaboration, develop and maintain a comprehensive database of stakeholders, programmes, and projects. Liaise and stay informed on developments within the Official Development Assistance (ODA) environment. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>NOTE</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment3@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., "REF NO: ASD IRIC"

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided.
- CLOSING DATE** : 21 November 2025, 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being 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 advertised post 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 qualifications (s) and other related documents (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 Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

- POST 41/148** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DT26/2025**
- SALARY** : R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year NQF 7 qualification in Social Work/ Social Science or Psychology. Five years' working experience in an EHW environment in the public sector of which three years must be at supervisory level. Registration with a Professional Body. Ability to manage highly confidential information.

Relevant Employee Health and Wellness programme training. Knowledge of Employee Assistance Programmes. Knowledge of Public Finance Prescripts and policies. Experience in stakeholder engagement. Experience in planning and coordinating the implementation of EHW programmes. Ability to provide vision and setting direction for the unit and facilitating internally driven and externally suggested pro-active programmes. Planning and execution skills. Coordination and facilitation skills.

DUTIES

: The successful candidate will be responsible for developing and facilitating approval of the Wellness Operational Plan for the financial year; facilitating employees' access to Information Technology (IT) within the department to enable them to use the contracted service provider's e-Care Programme (electronic health and wellness assessment); coordinating awareness sessions, marketing and communication campaigns on the Employee Assistance Programme (EAP) services from the EAP service provider to encourage the optimum utilisation of EAP services; facilitating managerial consultancy and supervisory engagement on employees' matters; managing critical incidences of trauma to troubled employees and liaising with the contracted call centre for further referral; coordinating and monitoring the implementation of the Departmental Sports and Recreation Programme; conducting trend analysis on the implementation of the external EAP services and in-house EAP interventions to determine the effectiveness of the services; conducting exit interviews with leaving officials from the department and compiling a report; conducting project planning meeting, quality check of the submission and project plan on all EHW interventions and Health Calendar Event; developing and facilitating approval of the SHERQ Operational Plan for the financial year; facilitating the presentation of the annual implementation plan to the external service provider for the promotion of Occupational Diseases and Health Education Programmes; conduct trend analysis on the implementation of Injury-on-Duty and First Aid based on the OHS prescripts in the department and compile a report on the findings; coordinate and compile the report on the DPSA Systems Monitoring Tool (SMT) by liaising with relevant units within the department; facilitate appointments of OHS representatives to monitor health and safety in the department; coordinating SHERQ committee meetings; managing and facilitating the provision of employee wellness and implementation of Occupational Health and Safety (OHS) programmes; developing and facilitating approval of the Health and Productivity Management Operational Plan for the financial year; coordinating the implementation of the Healthy Lifestyle Programme to address diseases and psycho-somatic challenges in collaboration with the external EAP service provider; conducting planning meetings, quality checking submissions and project plan on Health and Productivity Management programme and Health Calendar to present the proposal to the approving authority; monitoring the implementation of the Occupational Health Education and Promotion in line with the Employee Needs Survey Report; analysing the trend of sick leave and ill health, including incapacity leave to detect the level of abuse of sick leave by staff members to determine if there are possible wellness interventions required; developing and facilitating approval of the HIV & AIDS, STIs and TB Operational Plan for the financial year; conducting trend analysis on the HIV and AIDS Testing and TB Mainstreaming Framework; assessing cases referred; developing treatment plan; providing services of the needs identified; rendering critical incidences of trauma to troubled employees.

ENQUIRIES APPLICATIONS NOTE

: Ms R Thobejane Tel No: (012) 444 6131
: Recruitment26@tourism.gov.za
: EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

POST 41/149

: **PARLIAMENTARY OFFICER REF NO: DT27/2025**

SALARY

: R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE REQUIREMENTS

: Cape Town
: An appropriate three-year NQF 7 qualification in Political Science/ Public Administration or a relevant NQF 7 qualification. Five years' working experience in government and parliamentary work of which three years must be at managerial (Assistant Director) level. Knowledge of the PFMA, the

Constitution, Money Bills, Tourism Act and Regulations, Treasury Regulations and guidelines, the National Assembly, National Council of Provinces as well as Joint Seatings. Sound and in-depth knowledge of the political, parliamentary and cabinet processes in South Africa. Working knowledge of parliamentary rules and procedures (tabling questions, introduction of legislation etc). Political acumen. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Understanding of the communications environment. Working knowledge of the media. Sound and in-depth knowledge of relevant HR prescripts and application as well as understanding of the legislative framework governing the public service. Knowledge of MISS and applications of other security matters and regulations at Parliament. Ability to work under pressure. Good coordination and facilitation skills. Good communication skills. Good time management skills. Good Executive office management skills. Good computer skills. A valid driver's licence.

DUTIES

: The successful candidate will be responsible for rendering parliamentary services on behalf of the Department and SAT; monitor parliamentary programmes of the tourism Portfolio Committee and advise the department and its entity on legislative processes, and parliamentary rules, policies and procedures; monitoring parliamentary documents to keep the department and SAT informed on any action that has a bearing on its portfolio; ensuring that the department and SAT are briefed on decisions taken by relevant parliamentary structures; tabling all required reports timeously on behalf of the department and SAT according to the Rules of Parliament; monitoring the Acts that have an impact on the Department's output; monitor and inform the department and SAT on possible issues that might be raised by parliament/relevant committee; compiling reports on parliamentary matters for Management meetings; compiling a tracking system to monitor all parliamentary matters; communicating parliamentary programmes to the department and SAT; coordinate relevant documents and presentation required for parliamentary events/meetings; coordinating, manage and process all departmental, SAT and other stakeholders' submissions/briefing documents to Parliament; managing and processing of parliamentary documents in compliance with Parliament's guidelines and programmes; ensuring that responses and reports are quality assured to reflect correct information, advice on matters requiring further attention before tabling to Parliament; controlling the overall packing and dispatching of official documents for parliamentary sessions; coordinating oversight visits to the department's projects in provinces; identifying parliamentary questions with implications to the department and communicate the contents and deadlines to the department; liaising with the Parliamentary Questions Office regarding the questions referred to the Minister to ensure its relevance to the mandate of the department; managing and overseeing the approval of submissions by the DG on replies according to the Parliament's prescripts; ensuring replies are checked for factual correctness, proof read and submitted for ministerial approval; managing the process of uploading parliamentary questions on the website; maintaining good working relationships with key stakeholders and other parliamentary structures; fostering a co-operative relationship with relevant parliamentary structures; attending portfolio and Select Committees as well as other parliamentary structure meetings; ; manage the DG's parliamentary office; assets and staff allocated to the office; manage the use and maintenance of the official vehicle in the Cape Town office; serving as a Transport Control Officer for ODG in Cape Town; manage the performance and appraisal of staff the DG's office.

ENQUIRIES APPLICATIONS NOTE

: Mr T Makhubedu, Tel. (012) 444 6376
: Recruitment27@tourism.gov.za
: EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

POST 41/150

: **DEPUTY DIRECTOR: ACQUISITION AND ASSET MANAGEMENT REF NO: DT28/2025**
This is a readvertisement. Persons who previously applied must reapply.

SALARY

: R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE

: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate three-year NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Assets and Logistics Management of which three years must be at Assistant Director. Knowledge of Supply Chain Management prescripts. Knowledge of Treasury regulations. Knowledge of the Logis system. Knowledge of the BAS system. Knowledge of the PFMA. Financial management. Good leadership skills. Good presentation skills. Computer literacy (MS Office). Effective planning and organising skills. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for designing and developing asset management systems and policies; conducting physical asset management planning and verification; monitoring and reviewing the capturing of all assets in the asset register; monitoring and reviewing the allocation of assets to asset holders; overseeing and reviewing the monitoring of assets in accordance with relevant policies and procedures; identifying and facilitating procurement of replacement assets for redundant and obsolete assets; providing monthly asset reconciliation reports; conducting investigations on assets reconciliation variance, losses, damages and unverified assets; updating the fixed asset register and inventory lists; providing submissions on recommendations to departmental disposal committee's considerations; providing inputs on assets notes to the quarterly, interim annual financial statements; evaluating and recommending IT related procurement; facilitating the issuing of orders for goods and services (system and manual); facilitating payment of goods and services to service providers; facilitating delivery of store stock to internal clients; facilitating the availability of store stock in the warehouse; verifying and signing-off the year plan for the warehouse stocktaking; managing the conducting of stocktaking; ensuring the signing of stocktaking reports; ensuring the approval of balance adjustments; enforcing compliance with the terms and conditions of the contracts; authorising/ certifying correctness of the accrual report; consolidating commitment and accrual report for the financial year end; managing commitment and accrual to the minimum level; managing the filing of procurement batches awaiting deliveries; providing inputs to financial statements in terms of inventory, accruals and commitments; undertaking all administrative functions required with regard to financial and HR administration; developing and managing the operational plan of the sub-directorate and reporting on progress as required; developing, implementing and maintaining processes to ensure proper control of work; compiling and submitting all required administrative reports; managing performance and development; quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Ms O Sekgweleo Tel No: (012) 444 6773
<u>APPLICATIONS</u>	:	Recruitment28@tourism.gov.za
<u>NOTE</u>	:	EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.
<u>POST 41/151</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: DT29/2025</u>
<u>SALARY</u>	:	R397 116 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised NQF 6 qualification in Supply Chain Management or related fields. A minimum of three years' working experience in the appropriate field. Insight of bids administration procedures and contract administration. Insight of procurement procedures. Knowledge of supply chain management policies and prescripts. Knowledge of the public service policies and legislations. Ability to operate a computer. Good analytical thinking and negotiation skills. Good verbal and communication skills. Sound organising and planning skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for opening files, allocating bid numbers and closing dates for bids to be advertised; ensuring timeous advertisement of bids on the Departmental website and the National Treasury E-Tender Portal system; forwarding details of bid advertisements to line managers; publishing awarding of bids on the Departmental website and the National Treasury E-Tender Portal system; preparing bid documents for collection on day of advertisement; opening of the bidding box on closing date and time; opening and marking of all bids received; filing of bid proposals in the bulk filer; uploading documents on the EDMS; issuing bid files and proposals to AGSA for audit purposes; following up on evaluation of bids with line managers; liaising with Committee members regarding the signing of

documents; preparing documents and delivering documents to the meetings boardroom; liaising with members in time regarding any meeting changes; providing technical support to the Bid Evaluation committees when necessary; informing line managers on the outcome of bid meetings; preparing and issuing appointment letters; updating list of all Transversal Contracts; ensuring SLA's received are filed accordingly; effectively monitoring the expiry date of contracts; informing line managers three months prior to expiry of contracts; compiling monthly report of transversal contracts.

ENQUIRIES
APPLICATIONS
NOTE

- : Ms O Sekgweleo Tel No: (012) 444 6773
- : Recruitment29@tourism.gov.za
- : EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<u>APPLICATIONS</u>	:	Applications 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 application 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>	:	24 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.

OTHER POSTS

<u>POST 41/152</u>	:	<u>DEPUTY DIRECTOR: ECONOMIC INFRASTRUCTURE & LOGISTICS REF NO: SID&ETB-028</u> Overview: To coordinate development of economic infrastructure and efficiency of logistics along various economic development corridors of industrial nodes, through planning and implementation of related policies and programmes.
<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 related field. 3–5 years' relevant managerial experience in logistics infrastructure planning and implementation of industrial development projects in both private and public sector. Key Requirements: Demonstrated experience in logistics infrastructure planning, design, and implementation of industrial development projects. Knowledge of Spatial & Regional Industrial Development Frameworks, broader government economic policies, and intergovernmental relations. Strong project management, contract management, and stakeholder management skills. Ability to conduct research, compile reports, and provide evidence-based policy inputs. Competence in financial management, people management and empowerment, planning and organising, problem-solving, and analytical thinking. Excellent communication (written and verbal) and relationship management skills. Computer literacy (MS Office packages).
<u>DUTIES</u>	:	Economic Infrastructure & Logistics Project Management: Formulate concept notes and proposals for strategic hubs and economic corridors. Provide inputs into prioritised strategic infrastructure and logistics. Implement project plans

and maintain records of project activities. Programme Support: Support key national and regional programmes (e.g. NDP, Master Plans, Regional Industrial Development). Identify opportunities within SA's infrastructure development programmes. Promote participation of South African entities in domestic and regional infrastructure initiatives (e.g. North-South Corridor, PIDA). Stakeholder Management: Establish and manage relations with government, SOEs, industry and international partners. Collaborate with internal and external stakeholders to deliver infrastructure programmes. Advise customers on dtic interventions related to economic infrastructure and logistics. Policy Implementation: Provide advice on strategic interventions and industrial logistics development. Contribute to policy platforms and review relevant legislation (e.g. Infrastructure Bill). Monitoring and Evaluation: Report on project status and milestones, and recommend corrective actions. Measure impact of policy interventions and ensure alignment with sub-directorate outcomes. Sub-Directorate Management: Manage human and financial resources of the unit. Collate inputs into quarterly and annual reports and business plans. Monitor financial and operational risk reporting.

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

POST 41/153 : **DEPUTY DIRECTOR: MARKET ACCESS REF NO: TRADE - 073**
Overview: To develop, negotiate and implement programs, policies including international trade agreements to facilitate Market Access in trade in goods.

SALARY : R1 059 105 per annum (Level 12), all-inclusive remuneration package
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 7, as recognised by SAQA in Trade, Business Law, International Political Economy, Economics, Sustainable Development, Business Development and Analytics or related field. 3–5 years' relevant managerial experience in an international trade environment. Key Requirements: Demonstrated experience in market access trade in goods negotiations; including WTO, SADC, AFCFTA, Tripartite, bilateral and plurilateral processes. Knowledge of tariffs, technical barriers to trade, non-tariff barriers, rules of origin, and international trade. Strong analytical, research and problem-solving skills with ability to produce sound policy advice in the area of technical barriers to trade, non-tariff barriers and rules of origin. Experience in project management, risk management, and monitoring/evaluation of programmes. Proven stakeholder management and negotiation skills with government, private sector, parastatals, labour, quality infrastructure institutions and international bodies. Excellent report writing, communication (written and verbal), and presentation skills. Computer literacy (MS Office packages).

DUTIES : Negotiations: Contribute to development and execution of trade in goods: market access negotiation programmes. Manage technical work, draft reports, and provide analysis, advice, and inputs on agreements and negotiations in particular on technical barriers to trade, not-tariff barriers and rules of origin. Research and Analysis: Conduct research and analysis to support policy-making and negotiations. Provide analytical inputs, risk assessments, and technical notes for senior management and stakeholders. Project Management: Support and manage project portfolio for market access negotiations mandate. Plan, monitor and evaluate projects, addressing risks and challenges. Stakeholder Management: Coordinate stakeholder consultations and build partnerships with local and international stakeholders. Maintain databases and improve awareness of market access issues. Sub-Directorate Management: Contribute to management of the sub-directorate, performance monitoring, risk management, and reporting.

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

<u>POST 41/154</u>	:	<u>DEPUTY DIRECTOR: INTELLECTUAL PROPERTY LAW AND POLICY REF NO: CCRB – A011</u> (12-Months Contract) Overview: The successful candidate will lead and manage the development, review, and implementation of intellectual property (IP) policy, legislation, and regulations, and contribute to both domestic and international legal and policy processes concerning IP.
<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 Law, Politics, Economics or related field. 3–5 years' relevant managerial experience in a Law, Politics, or Economics environment. Key Requirements: Experience in developing policies and legislation in a regulatory environment. In-depth knowledge of intellectual property legislation and related regulatory frameworks. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies. Ability to manage research, conduct analysis and monitoring and evaluation of project. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).
<u>DUTIES</u>	:	Develop and Review Intellectual Property Legislation and Policies. Develop, implement, and provide legal inputs into intellectual property (IP) legislation, regulations, and policies. Facilitate public consultations on policy and legislative drafts. Coordinate the legislative drafting process, including Parliamentary submissions and presentations. Provide inputs into the strategic policy direction and conduct legal research on IP matters. Facilitate the Parliamentary process of introducing a bill in Parliament. Conduct Research and Draft Position Papers: Prepare and present research and position papers on domestic and international IP policy developments. Facilitate the development of terms of reference for consultants. Compile and consolidate departmental positions on related legislative proposals. Participate in international treaty negotiations and domestic engagements (e.g., WIPO, WTO, AfCFTA). Stakeholder Engagement and Public Awareness: Engage stakeholders on proposed IP legislation and policies. Draft briefing notes and conduct awareness workshops and public consultations. Respond to stakeholder inquiries and facilitate the processing of Merchandise Marks Act applications. Liaise with internal and external legal drafters and provide legislative support. Sub-directorate and Resource Management: Manage human, financial, and physical resources of the sub-directorate. Contribute to the development and execution of operational and strategic plans. Monitor the budget and ensure compliance with relevant legal frameworks. Support planning, monitoring, and reporting processes of the unit.
<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

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 28 November 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 41/155** : **CHIEF DIRECTOR: BUDGETING AND COMPLIANCE REF NO: DOT/HRM/2025/21**
Branch: Office of The Financial Officer
Chief Directorate: Budgeting And Compliance
- SALARY** : R1 494 900 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Finance / Accounting with 5 years' experience in senior management level in finance. Knowledge and Skills: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory knowledge of all legislation and national policies, regulations, frameworks and guidelines applicable to Management Accounting (Planning and Budgeting. Framework. Communication; Financial Management; Strategic Capability & leadership; People Management & Empowerment; Project/Programme Management; Training.
- DUTIES** : Manage budget performance, manage the provisioning of financial performance, manage state of expenditure; Manage the provision of

management accounting services, manage the department budget, manage financial systems, conduct financial analysis and quality control; Manage internal control, compliance and monitor and manage conditional grants expenditure and compliance, monitor compliance with regards to transport related prescripts and internal governance process, support the system of internal control and manage losses, manage and report on conditional grants expenditure and compliance; Manage the resources of the Chief Directorate, provide guidance and adequate support for a development of the staff of the Chief Directorate, establish and maintain governance and administrative system's continuity within the work of the Chief Directorate, prepare and submit implementation plans, authorise expenditure, monitor quality control of work, ensure the compilation of the annual report, annual plan and strategic plan of the Chief Directorate, ensure accurate compilation of quarterly reports.

ENQUIRIES

:

Mr M Matlala Tel No: (012) 309 3000

POST 41/156

:

DIRECTOR: FORENSIC INVESTIGATION REF NO: DOT/HRM/2025/22

Branch: Office of The Director-General

SALARY

:

R1 266 714 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

CENTRE

:

Pretoria

REQUIREMENTS

:

A qualification at NQF 7 qualification as recognised by SAQA in Accounting /Auditing / Law / Risk Management with a minimum of 5 year's working experience at a middle/senior management level in forensic/fraud auditing environment. A certificate and membership of Association of Certified Fraud Examiner would be an added advantage Knowledge and skills: Compilation of management reports, PFMA and Treasury Regulations, Prevention and Combating of Corrupt Activities Act (PRACCA), Prevention of Organized Crimes Act, Criminal Procedure Act, Public Service Regulations, Protection of Access to Information Act (PAIA) Public Service Anti-Corruption strategy and Minimum Anti-Corruption Capacity Requirements (MACC) Communication; Financial Management; Strategic capability & leadership; people management and empowerment.

DUTIES

:

Manage all aspects of the departmental investigations and forensics; investigate the financial operations of the department, collect and analyses financial data, investigate cases of loss, fraud or employee theft and professional negligence, prepare information for use in criminal or civil court cases; Create and foster an anti-fraud and anti-corruption culture/environment, asset fraud in the department, promote Fraud Awareness, Education and Training, develop ethic policy. Manage the co-ordination and/or conducting of reactive investigations, report cases to SAPS as required by PRECCA in consultation with CFO and DG, recover Departmental losses occasioned by gross negligence, fraud and/or corruption in consultation with Legal Services and State Attorney, participate in quasi-judicial proceeding in consultation with Human Resources, Manage the resource of the Directorate, develop operational standards and ensure the attainability and sustainability, monitor and ensure effective and efficient co-ordination of activities, ensure proper utilization of the budget by monitoring and reporting expenditure, manage and implement service delivery by measuring performance, ensure individual performance is aligned to the strategic objectives of the unit, evaluate and monitor performance and appraisal of employee, compile monthly, quarterly and annual report. Plan, organize and control activities pertaining to the component, compile, maintain and monitor the sub-directorate's strategic, annual performance plan / operational plans. Manage the assets of the directorate. Ensure capacity development of staff. Provide guidance to staff. Manage the work quality and performance of staff. Provide input into the strategic and annual reports of the Directorate. Maintain good stakeholder relationship with all relevant stakeholders.

ENQUIRIES

:

Ms B Mnqwazi Tel No: (012) 309 3220

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>CLOSING DATE</u>	:	21 November 2025
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za . Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets."

OTHER POST

<u>POST 41/157</u>	:	<u>DEPUTY DIRECTOR: RISK AND INTERNAL AUDIT: PONGOLA-UMZIMKULU CATCHMENT MANAGEMENT AGENCY REF NO: PUCMA 06</u> This is a re-advertisement, applicants who had previously applied, need to re-apply
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A minimum Degree/Higher/Advanced Diploma in Internal audit/Risk management/Accounting or equivalent (NQF Level 7) or equivalent qualification. Registration as a Certified Internal Auditor / Compliance Auditor / Performance Auditor / Forensic Investigations and Quality Assurance auditor / General Control Review and Applications Control/Chartered accountant would be added advantage. Five (5) years supervisory / management experience (ASD level) in internal audit / compliance audits / performance audits/ forensic investigations and quality assurance audits / general control review and applications control; or Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis. People and

DUTIES

Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

:

Manage the following: Compliance Audits / Performance Audits/ Forensic Investigations and Quality Assurance Audits / General Control Review and Applications Control. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage. Manage strategic, operational and functional risk processes by designing and implementing an overall risk management process for the entity, which includes an analysis of the financial impact on the company when risks occur. Performing an Enterprise Risk Assessment by analysing current risks and identifying potential risks that are affecting the company. Assist in developing risk mitigation strategies for the organisation's critical risks and monitoring these risks. Conduct on-site inspections of properties and facilities to identify hazards and risk exposures. Prepare technical and comprehensive reports, plans and procedures for developing audit and risk management programs, reviews and inspections.

ENQUIRIES

:

Mr Zakhele Buthelezi at (079) 694 6787