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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 42 OF 2026
DATE ISSUED 20 NOVEMBER 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENTS :

PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the following (01) post was advertised in Public Service Vacancy Circular 39 dated 30 October 2026, with the closing date 13 November 2026. The amendments are on a few requirements items as follows: (1) Deputy Director: Employee Relations (Bisho) with Ref No: DSD 02/11/2026; required is: National Senior Certificate, plus Bachelor's Degree (NQF Level 7) in Labour Law, Industrial Relations, instead of National Senior Certificate plus a National Diploma/ Bachelor's Degree (NQF Level 6/7) in Law, Labour Relations. The closing date remains the same.

GOVERNMENT PRINTING WORKS: Kindly note that the advert for the post Chief Director: Business Development (Ref: GPW26/011), R1 554 696 per annum (Level 14), all-inclusive package with LINK: GPW 26/011 and Director: Strategic Sourcing and Asset Management (Ref No: GPW26/012) R 1 317 384

per annum (Level 13), all-inclusive package with the LINK: GPW 26/012, advertised in the Public Service Vacancy 39 dated 30 October 2026, the closing date has been amended as follows: 07 December 2026 2026 at 16:00 (walk-in) and 23:59 (online). Applications: All applications must be hand delivered at: 389 Sophie De Bruyn Street, Pretoria. To submit an application online, click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified. For General enquiries, contact Human Resources on Tel No: 012 748 6297 /012 748 6277.

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF e-GOVERNMENT: Kindly note that the (X14 posts) advertised in Public Service Vacancy Circular 41 dated 13 November 2026. The URL have been amended as follows https://jobs.gauteng.gov.za for all the positions. The closing date is 27 November 2026.

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DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 04 December 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. 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. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. 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: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

POST 42/01 : **AGRICULTURAL MANAGEMENT ADVISOR REF NO: 3/3/1/100/2026**
Directorate: Agricultural Inputs Control

SALARY : R1 101 468 per annum (Level 12), (All-inclusive flexible salary package to be structure in accordance with the MMS rules)

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate and BVSc / BVMCh Degree. Compulsory registration with South African Veterinary Council as a Veterinarian. Job Related Work Experience: Minimum of 3 years post qualification regulatory experience. Job Related Knowledge: Expertise and experience in the pharmacology, manufacturing and quality control of stock remedies. Expertise and experience in the interpretation of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with its regulations and guidelines. Job Related Skills: Programme and project management. Scientific methodologies. Research and development.

Computer applications (MS Office Software – Word, Excel and PowerPoint). Knowledge of legal compliance. Data analysis (high level analytical skills). Presentation skills. Technical report writing (ability to prepare and present complex reports). Customer service skills. Communication skills (verbal and written). Drivers' license. Ability to work under pressure. Working extended hours / overtime may be required.

DUTIES : Evaluate and review application for the registration of stock remedies. Conduct analysis of scientific data during the evaluation of applications to register stock remedies. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Develop new policies, programs and processes relating to registration of stock remedies, including the preparation of guidelines, manuals and scientific and technical reports on the regulations and use of stock remedies. Identify gaps and develop appropriate interventions by developing policies, guidelines, systems and procedures by developing administrative and compliance regulations and SOPs. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Customer Service Management. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conference. Research / literature studies to improve expertise by reading technical publications. Liaise with relevant bodies/councils, industries, government departments and other stakeholders on science and regulatory related matters. Human Capital Development. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES : Mr M J Mudzunga Tel No: (012) 319 6502

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email AMArecruit100@nda.gov.za

NOTE : EE Target: African Male and Persons with disability.

POST 42/02 : **SCIENTIST PRODUCTION - GRADE A REF NO: 3/3/1/101/2026 (X2 POSTS)**
Chief Directorate: Inspection and Quarantine Services

SALARY : R791 604 per annum, (OSD), (All-inclusive salary package to be structure in accordance with OSD rules)

CENTRE : Western Cape: Stellenbosch

REQUIREMENTS : The applicant must be in possession of Grade 12 (Matric) certificate. Science degree (BSc)(Hon) majoring in Horticulture or Plant Pathology or Entomology. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Job Related Knowledge: Applicants must have knowledge of legal compliance: Agricultural Pests Act, 1983 (Act No. 36) and applicable regulations: Plant Improvement Act, 1976 (Act No 53); and International Standards for phytosanitary measures- IPPC & WTO/SPS. Public Finance Management Act (PFMA). Knowledge of Public Service and Departmental prescripts/ policies. Quarantine procedures and protocols. Relevant legislation and regulations, norms and standards. Export and import procedures and policy. A valid driver's license. Job Related Skills: Programme & project management. Scientific methodologies and models. Research & development experience. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgement. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organization. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.

DUTIES : Develop and implement methodologies, systems and procedures for the detection and identification of pests of phytosanitary importance. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require

interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Perform scientific analysis and regulatory functions in the area of plant quarantine. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance and development of staff.

ENQUIRIES : Mr Theo Pongolo Tel No: (021) 809 1640
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit101@nda.gov.za
NOTE : EE Target: African Male, White Male and African Female, and persons with disability are encouraged to apply.

POST 42/03 : **AGRARIAN REFORM SPECIALIST REF NO: 3/3/1/106/2026**
Directorate: Small Holder Farmers Production

SALARY : R413 001 per annum (Level 08)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Degree in Agriculture (NQF Level 7). Minimum of 2 years relevant experience in agriculture economics / food security / developmental research. Job related knowledge: Knowledge of food security policies, strategies and programmes. Public Finance Management Act (PFMA). Project management. Job related skills: Facilitation skills. Project Management. Planning. Initiative. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report writing skills. A valid driver's licence. Extended working hours.
DUTIES : Facilitate the design of programmes for food security and smallholder development. Coordinate the identification and design of programmes for food security and smallholder development across the country and the value chain. Conduct needs analysis for food security programmes and smallholder producers across the country. Coordinate the implementation of food security and smallholder development programmes. Interact with provinces, districts, and local municipalities towards implementation of food security and smallholder development programmes. Provide advisory services on food security programmes and smallholder development programmes. Facilitate the implementation of food security policies and frameworks for smallholder producers. Monitor and evaluate food security programmes in the provinces. Monitor the progress of smallholder producers funded by the departmental and other programmes. Ensure the alignment of departmental plans and programmes / projects in the provinces. Identify risk and challenges in the implementation of food security and smallholder development producers' support. Provide inputs in the development of guidelines for food security and smallholder development programmes. Facilitate and coordinate analytical, synthesized reports.
ENQUIRIES : Mr P Ramolotja Tel No: (012) 319 8219
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ARSrecruit106@nda.gov.za
NOTE : EE Targets: African Male, White Male, Coloured Female, White Female and Persons with disability and persons with disability.

POST 42/04 : **CHIEF HUMAN RESOURCE OFFICER REF NO: 3/3/1/102/2026**
Directorate: Human Resource Administration

SALARY : R413 001 per annum (Level 08)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management (NQF 6). Minimum of 2 years' supervisory experience in Human Resources compensation management and service benefits environment. Job related knowledge: Knowledge of Human Resource Administration prescripts and legislation. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Employment Equity Act. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Job Related Skills: Communications (verbal and written) skills. Good interpersonal relations. Ability to communicate well with people at different levels. Problem solving skills. Good telephone and email etiquette. PERSAL introduction certificate. Presentation and facilitation skills. Report writing skills. Record keeping skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Administrative skills. Customer focus skills. Computer literacy. Ability to travel. A valid drivers' license
DUTIES	:	Provide effective advisory service on compensation and service benefits. Ensure adherence and compliance with HRM policy and prescripts. Administer the probationary processes as well as allowances and benefits and related databases/records and related matters. Implement recommendations of the selection committee members. Draft appointment submission for approval. Conduct personnel suitability checks on recommended candidates. Administer the probationary as well as allowance and benefits and related databases and related matters. Administer the administration of SCC's, monitoring of PERSAL transactions and other processes relating to enquiries and other related matters. Administer business and functional and operational activities, information and statistics related to this position. Represent the unit at various transformation forums in the Department. Provide advice and guidance to the department's line functionaries. Provide effective interpretation of legislation, policies and directives. Provide inputs on the amendment of policies and procedures. Provide training on compensation and service benefits policies and prescripts. Maintain and provide statistical information on compensation. Keep and maintain statistics required for reporting purposes. Supervise employees. Provide on the job training. Manage and supervise employees in line with the performance management policy. Maintain discipline.
ENQUIRIES	:	Ms Sharon Waverley Tel No: (012) 337-9329
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email: CHROrecruit102@nda.gov.za
NOTE	:	EE Targets: African Male and African Female and persons with disability.
POST 42/05	:	**SCIENTIFIC TECHNICIAN PRODUCTION - GRADE A: REF NO: 3/3/1/103/2026** Directorate: Food Safety and Quality Assurance
SALARY	:	R407 337 per annum, (OSD)
CENTRE	:	Gauteng: Pretoria
REQUIREMENTS	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high-performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.
DUTIES	:	Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice.

Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.

ENQUIRIES : Dr A Seepe Tel No: (012) 319 6126

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STrecruit103@nda.gov.za

NOTE : EE Target: African Male and African Female and persons with disabilities.

POST 42/06 : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 3/3/1/104/2026**
Directorate: Genetic Resources

SALARY : R407 337 per annum, (OSD)

CENTRE : Gauteng: Pretoria: (Roodeplaat: Genebank)

REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate and National Diploma in Agricultural Science (Botany/Agronomy/Crop Science/Plant Production/Horticulture). Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. Job Related Work Experience: Minimum of 3 years post technical (scientific) experience. Job Related Knowledge: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Professional judgment. Data analysis. Mentoring. Job Related Skills: Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem solving and analysis. Working extended working hours. Handling of hazardous chemicals.

DUTIES : Develop and implement methodologies, policies, systems and procedures relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advise relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Preparation of data and routine interpretation. Database and data management, Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and Development relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Continuous professional development to keep up with new technologies and procedures. Conceptualise and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Human Capital and Development relevant to conservation and sustainable use of Plant Genetic Resources for Food and

		Agriculture (PGRFA). Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
ENQUIRIES	:	Ms ML Mokoena Tel No: (060) 972 9702
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STrecruit104@nda.gov.za
NOTE	:	EE Target: African Male, Coloured Male, White Male and Persons with disability.
POST 42/07	:	**SUPPLY CHAIN PRACTITIONER: ORDERS REF NO: 3/3/1/107/2026** Directorate: Demand and Acquisition
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Gauteng, Pretoria
REQUIREMENTS	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Logistics Management / Public Management / Public Administration (NQF 6). Minimum of 1 year experience in Logistics environment. Job related knowledge: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), LOGIS (Logistics Information System). Job related skills: Good written and verbal communication skills. Supervisory skills. Good interpersonal relation. Time management. Good interpersonal relations skills. Organizing and office administration. Good data analysis and report interpretation. Computer literacy. Ability to work under pressure and deliver to tight deadlines. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies. A valid driver's license.
DUTIES	:	Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture requisitions on LOGIS as per SCM delegations of authority. Authorize requisitions on LOGIS as per SCM delegations of authority. Create Procurement advice. Process petty cash transactions. Capture requisitions for petty cash transactions. Create petty cash vouchers. Creation / authorization of purchase orders. Authorize procurement advises as per SCM delegations of authority. Run the batch to consolidate approved procurement advices into orders authorise orders online as per SCM delegations of authority.
ENQUIRIES	:	Ms IM Molopyane Tel No: (012) 312 8659
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by emailSCPOrecruit107@nda.gov.za
NOTE	:	EE Target: African Female and Persons with disability
POST 42/08	:	**DRIVER/MESSENGER REF NO: 3/3/1/105/2026** Branch: Economic Development, Trade and Marketing
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Gauteng: Pretoria
REQUIREMENTS	:	Must be in possession of grade 10/ ABET qualification. The candidate must have a 7 months' relevant experience. Job Related Work Experience: Knowledge of city (ies) in which the function will be performed. Job Related Skills: Must have organising skills and good communication and interpretation skills. Valid code 8 Drivers licence.
DUTIES	:	Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / branch or any other component within the department and related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the files. Copy and fax documents.
ENQUIRIES	:	Ms Nozipho Mkhumane Tel No: (012) 319 6507

APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DMrecruit105@nda.gov.za
NOTE	:	EE Target: African Male and African Female, and persons with disabilities.
POST 42/09	:	**GROUNDSMAN REF NO: 3/3/1/108/2026** Directorate: Genetic Resources
SALARY	:	R144 024 annum (Level 02)
CENTRE	:	Pretoria: Roodeplaat
REQUIREMENTS	:	Applicants must be in possession of a Basic education (literacy and numeracy – ABET level 2. No experience required. Job related knowledge: Knowledge of activities in respect of grounds. Knowledge of general routine activities in respect of infrastructure. Basic knowledge of general activities. Planning and organizing. Job related skills: Good communication skills. Basic Computer skills. Interpersonal skills. Analytical skills. Listening skills. Numerical understanding.
DUTIES	:	Perform routine activities in respect to grounds: Perform routine activities in respect of grounds through inter alia in the following: Supply of fertilizers, irrigation & watering of plants/lawns, weeding, pruning and trimming of plants, cutting, seeding transplanting, moving lawns, dispose of organic waste, dig up compost, digging and spraying. Perform general routine activities in respect of infrastructure. Perform general routine activities in respect of infrastructure which would include inter alia the following: Maintain road markings, painted surfaces, canals, building etc. Cleaning signs, lights fittings etc. Sweeping, mix and lay cement for walkways, driveways etc. Unblocking drains, empty and clean waste collections bins. Cleaning and maintenance of roads, pavements and greenhouse, including the plants therein, etc. Perform general activities. Perform general activities which would include inter alia the following: Care for garden equipment e.g cleaning, oiling, sharpening etc. Loding /off loading, moving furniture, make minor repairs and wash government vehicles.
ENQUIRIES	:	Mr SJ Ndlazi Tel No: (012) 319 6214 & Cell: 072 460 4582
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email GMrecruit108@nda.gov.za
NOTE	:	EE Targets: African Male and White Female and persons with disability
POST 42/10	:	**FARM AID (VARIOUS) REF NO: 3/3/1/109/2026** Chief Directorate: Inspection and Quarantine Services
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Western Cape: Stellenbosch
REQUIREMENTS	:	Applicants must be in a possession of an ABET level 2/3 Certificate or equivalent (NQF 1 or 2). No experience required. Job Related Skills Basic numeracy skills. Basic literacy skills. Teamwork. Reliability. Results driven. Customer focus. Quality orientation and personal motivation. Resource utilisation. Working extended hours.
DUTIES	:	Perform general activities in respect of grounds and crop production through inter alia the following: Cutting, seeding and planting of plants in gardens. Soil cultivation and preparation e.g. cleaning, hoeing, making seed beds for planting. Apply chemical crop protection e.g. operate a knapsack. Fertilizing of plants. Tending of crops / orchards / wineyards e.g. pruning. Weeding etc. Perform general routine maintenance of plants in facilities in terms of the following: Irrigation and watering of plants in facilities. Assist with spraying of pesticides in facilities. Pruning and fertilizing of plants in quarantine and other facilities. Dispose of organic waste such as leaves. Perform general routine activities in respect of infrastructure, which would include inter alia the following: General maintenance of facilities. Disposal of farm waste material. Maintain road, parking areas, channels and concrete walkways. Cleaning and unblocking of blocked drains on premises. Clean and empty waste collection bins weekly. Cleaning and maintenance of roads, pavements and green houses, tunnels and glass house. Assist with inspection of office buildings and official houses for maintenance needs. Perform general activities in respect of equipment and assets which would include. Interalia the following: Care of equipment e.g. cleaning, oiling, sharpening, basic service, etc. Assist with movement of assets between offices or buildings. Loading and off-loading of plants, potting soil, moving of plants between quarantine facilities. Perform minor service and repairs on gardening equipment such as weed eaters and lawn mowers. Washing of departmental vehicles.

ENQUIRIES	:	Mr N. Africander Tel No: (021) 809 1625
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FAVrecruit109@nda.gov.za
NOTE	:	EE Target: African Male, Indian Male, White Male and African Female, White Female and Persons with disability.

DEPARTMENT OF DEFENCE



APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Waterkloof Ridge, Pretoria, 0105 or hand delivered at 208 Johann Rissik Drive, Waterkloof Ridge or email to cleaners@di.mil.za

CLOSING DATE : 04 December 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

NOTE : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. 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 POST

POST 42/11 : **CLEANER REF NO: DI/36/42/26 (X2 POSTS)**

SALARY : R144 024 – R169 656 per annum (Level 02)

CENTRE : Defence Intelligence (SA Defence Intelligence College), Waterkloof Ridge, Pretoria.

REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively. 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. Must be physically healthy. Ability to work in team and individually.
DUTIES	:	Perform cleaning related duties at the unit. (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Cleaning of kitchens and tea rooms. Cleaning of office, conference rooms. Cleaning of passages, staircases, fire escapes, entrance area and reception area of the building. Clean ablution facilities. Daily removal of rubbish bins from the offices.
ENQUIRIES	:	WO T.J. Segone Tel No: (012) 315 0959/0909 or Ms T.C. Nkopane Tel No: (012) 315 0508.

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 : 04 December 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the old Z83 application form will not be considered. Each application for each post (s) must have its own application form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV and a completed, initialled and signed Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 42/12 : **ASSISTANT DIRECTOR: HR OPERATIONS REF NO: HR5/1/2/3/40 (X4 POSTS)**
(36 months contract)

SALARY : R487 197 per annum, plus 37% in lieu of benefits

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognised by SAQA in Human Resource Management/ Personnel Management. 4 years' functional experience in human resource administration and recruitment and selection environment of which 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM systems/Learning Systems/Performance. DeL and Compensation Fund Business strategies and goals. COIDA. DPSA Directives. Customer Service Principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment

Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information security standard (MISS). Protection of Personal Information Act (POPIA). Legislative Requirements: Public Service Regulations. Public Service Act. Skills: 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. Data Gathering, Analysis. Data/Record Management.

DUTIES : Coordinate recruitment and selection processes in the Fund. Coordinate the administration of employee remuneration and compensation matters. Coordinate the process on appointments, transfer and secondments. Develop and maintain database for filled posts. Management of resources (Human, Assets, etc).

ENQUIRIES : Ms VH Masemola Cell: 082 520 3935

APPLICATIONS : Direct Your Applications to: Jobs-CF27@labour.gov.za

POST 42/13 : **OHS INSPECTOR: HEALTH AND HYGIENE REF NO: HR4/4/10/3**

SALARY : R413 001 per annum

CENTRE : Durban Labour Centre-KwaZulu Natal

REQUIREMENTS : Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Occupational Hygiene, Environmental Health. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. Experience: No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr SA Mchunu Tel No: (031) 336 1500 (Durban)

APPLICATIONS : Deputy Director: Durban Labour Centre, P/Bag X10074, Marine Parade Durban, 4056 Or hand deliver at Government building, Masonic Grove, Durban. For Online Applications Email to: Jobs-KZN16@Labour.gov.za

NOTE : EE targets – White males and Persons with disabilities are encouraged to apply.

POST 42/14 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/10/4**

SALARY : R413 001 per annum

CENTRE : Pietermaritzburg Labour Centre

REQUIREMENTS : Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Mechanical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. Experience: No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing,

		Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
DUTIES	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES	:	Mr JSM September Tel No: (033) 341 5305 (Pietermaritzburg)
APPLICATIONS	:	Deputy Director: Pietermaritzburg Labour Centre, P/Bag X9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications Email to: Jobs-KZN21@Labour.gov.za
NOTE	:	EE targets – White males and Persons with disabilities are encouraged to apply.
POST 42/15	:	**FACTORY INSTRUCTOR: TEXTILE REF NO: HR4/26/10/05**
SALARY	:	R338 106 per annum
CENTRE	:	Supported Employment Enterprises, Epping (Cape Town)
REQUIREMENTS	:	Occupational Certificate: Sewing Machine Operator (NQF Level 4) / N6 Clothing Production (NQF Level 6), Two (2) years functional experience in textile environment. Experience in clothing manufacturing Supervisory experience, and valid driver's licence will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of safety, Environment and Quality system. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.
DUTIES	:	Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resource in the factory.
ENQUIRIES	:	Ms HS Mabunda Tel No: (012) 843 7300
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE1@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, Head Office
NOTE	:	EE targets -priority will be given to African Males, African Males, Indian Females, White Males and People with Disabilities.
POST 42/16	:	**RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR4/4/11/13** (Three years Fixed Term contract)
SALARY	:	Member will be remunerated in accordance with the applicable statutory rates and guidelines as prescribed by the National Treasury.
CENTRE	:	Provincial Office: Mmabatho
REQUIREMENTS	:	A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a Chairperson of the Risk Management Committee of the Department of Employment and Labour: Head Office. Applicants should have executive management experience in Governance, Risk Management and Internal Controls environment for more than ten years with exposure in serving in the oversight Committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in

		labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Applicants should be independent and knowledgeable on the status of their position as Chairperson of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.
DUTIES	:	Fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.
ENQUIRIES	:	Mr MT Mokoena Tel No: (018) 387 8186
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRM@labour.gov.za

ANNEXURE D

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
CLOSING DATE	:	07 December 2026, 16:00. No late applications will be accepted
NOTE	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

MANAGEMENT ECHELON

POST 42/17	:	**DIRECTOR: CABINET AND CLUSTER SECRETARIAT REF NO: ODG08 /2026**
SALARY	:	R1 317 384 per annum, (all-inclusive salary package)
CENTRE	:	Pretoria
REQUIREMENTS	:	An undergraduate qualification (NQF Level 7) Public Management, Public Administration, Business Administration, Governance, Policy Studies, Political Science or relevant qualification within the related field as recognised by SAQA. A postgraduate qualification in a related field as recognised by SAQA,

Honours, Master's in a related discipline would be an advantage. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). A minimum of five (5) years' experience at middle/senior managerial level. Proven experience in strategic coordination, governance structures, policy implementation, secretariat functions, and inter-departmental engagement. Ability to gather and analyse information. Ability to work individually and in team, Good interpersonal relations skills, Ability to work under pressure, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Ability to develop and apply policies, Integrity, Objectiveness, Self-supervision, Honesty, Confidentiality, Creativity, Articulate. HR practices and procedures, Administrative procedures, Project management, Public Finance Management Act and Treasury Regulations, Departmental policies and procedures, EDMS training, Change Management, Knowledge Management, Service Delivery Innovation (SDI). Negotiation skills, Public Relations, Research, Strategic Capability and Leadership, Problem Solving and Analysis, People Management and Empowerment, Communication (Verbal and Written), Report writing.

DUTIES : Coordination and management of Cabinet support functions. Coordinate and quality-assure the Department's Cabinet submissions in line with the Presidency's guidelines. Develop and maintain the departmental Cabinet Schedule aligned with the Presidency's Cabinet and Cluster programme. Coordination of the FOSAD Cluster system and cross-cutting governance structures. Coordinate the participation of the DG and appointed Cluster representatives in FOSAD meetings – and ensure preparation of high-quality briefing notes. Facilitate the timely preparation and circulation of Cluster documentation, including agendas and records of decisions: Strategic policy alignment and monitoring of government priorities. Review Cabinet minutes, Lekgotla outcomes, State of the Nation Address (SoNA) Commitments, and FOSAD resolutions to extract DFFE-relevant actions. Prepare analytical briefs and updates to management and the DG on government priority areas affecting the Department Directorate management and governance. Manage the Directorate's budget and ensure efficient and compliant expenditure in line with departmental financial controls. Supervise and assess staff performance to ensure effective service delivery. Compile quarterly and annual reports on Cabinet and Cluster coordination activities.

ENQUIRIES : Ms Z Maistry Tel No: (012) 399 9117

OTHER POSTS

POST 42/18 : **CONTROL ENVIRONEMNTAL OFFICER GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM38/2026**

SALARY : R638 978 per annum, (OSD)
CENTRE : Cape Town (Sea Point Marine Research Aquarium)
REQUIREMENTS : Honours Degree (NQF Level 8) in Natural/ Environmental Sciences/ Food Science or relevant qualification as recognised by SAQA. Six (6) years' experience in the marine environment, food science or related field. Knowledge of the Marine Living Resources Act (MLRA) and other legislations related to aquaculture, food safety, etc. Knowledge of the Public Financial Management Act and experience in the implementation thereof. Knowledge and understanding policy and legislature development. Knowledge and understanding of policy and legislative development. Knowledge and understanding of environmental management principles, laboratory procedures and data analysis. Understanding of aquatic animal health and welfare management. Knowledge and understanding of food safety requirements for aquaculture. Project and contract management skills. Communication, interpersonal and problem-solving skills.

DUTIES : Manage and coordinate the development and implementation of legislation, regulations and aquaculture management and monitoring programmes. Participate in the implementation of the Memoranda of Understanding (MoU). Provide support with the finalisation and subsequent implementation of the Health Procedure for Export for farmed fish products. Facilitate the renewal and management process of the Department and National Regulator for Compulsory Specifications (NRCS). Oversee and support technical contracts, develop Memoranda of Agreements related to sustainability of the aquaculture sector. Ensure listed contracts are implemented accordingly and managed responsibly. Oversee ongoing Environmental Control Officer outsourced services and specialist monitoring processes. Perform and manage

administrative and related functions of the Sub-directorate: Food Safety. Develop monthly reports for the technical units and for the necessary interventions to be made. Contribute to the annual procurement planning and budgeting process. Engage stakeholders and participate in various fora. Provide technical feedback at meetings and ensure fulfilment of assigned duties at all the relevant fora. Lead the undertaking of laboratory audits. Participate in the Project Management Committees for all active MoUs.

ENQUIRIES : Mr. A Njobeni at (082) 924 0101

POST 42/19 : **SCIENTIFIC TECHNICAN PRODUCTION GRADE A: AQUACULTURE INNOVATION AND TECHNOLOGY DEVELOPMENT REF NO: FIM30/2026**

SALARY : R407 337 per annum, (OSD)
CENTRE : Cape Town (Sea Point, Marine Aquaculture Research Facility)
REQUIREMENTS : National Diploma (NQF 6) in Science/ Aquaculture/ Oceanography/ Ichthyology or relevant qualification within the related field as recognised by SAQA. Compulsory registration with SACNASP as a Certificated Natural Scientist. Three (3) years' post qualification technical (scientific) in the related field (aquaculture, aquarium systems, etc). Knowledge of data analysis, scientific methodologies and models. Experience in aquarium/ aquaculture systems maintenance and operations. Knowledge of facilities management, technical repairs and maintenance understanding (Electrical, mechanical, plumbing, security). Knowledge of legal compliance, specifically biosecurity, animal welfare and Occupational Health and Safety (OHS). Skippers license an advantage. Skills in planning and organising and communication.
DUTIES : Develop and implement methodologies, policies, systems and procedures. Contribute to refinement of operational protocols for water quality systems, filtration systems, pumps and life-support. Identify operational gaps and recommend practical improvements to systems and procedures. Maintain, calibrate and operate scientific equipment's. Provide technical support and advice. Monitor aquaculture systems and report deviations, faults or risks timeously. Assist with operational troubleshooting and first line response to systems failures or irregularities. Perform technical scientific analysis and regulatory functions. Prepare, record and provide routine interpretation of operational and environmental data. Implement and monitor OHS policies and safety procedures within the facility. Promote awareness of biosafety, biosecurity, aquaculture safety standards and environmental compliance. Develop and customize SOPS related to system monitoring, maintenance and facility operations. Provide support in Research development. Provide technical inputs to internal reports, technical notes and operational presentations. Mentor, guide and train junior artisans, interns and technicians.
ENQUIRIES : Ms A Bernatzeder at (082) 687 5333

POST 42/20 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM38/2026**
(36 Months Section 40 NEMA Contract)

SALARY : R357 597 per annum, (OSD)
CENTRE : Turfloop (University of Limpopo)
REQUIREMENTS : Bachelor's degree (NQF Level 7) or National Diploma (NQF Level 6) in Environmental Management/ Natural Science as recognized by SAQA. Must have a minimum of one (1) year experience in Natural Sciences. Knowledge of the National Environmental Management Act and associated environmental legislations, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act. Knowledge and exposure in National Freshwater (Inland) Wild Capture Fisheries Policy. Experience and knowledge of policy and legislation development. Knowledge of project management. Skills in planning and execution.
DUTIES : Manage and facilitate the implementation, monitoring and review of inland fisheries policy, legislation and associated regulatory frameworks. Co-ordinate the completion of the Socio-Economic Impact Assessment Systems (SEIAS) during the development of inland fisheries legislation. Provide inputs into the development of an inland fisheries strategy and implementation framework. Conduct needs analysis of the sector to inform strategy. Coordinate and convene stakeholder engagement meetings. Provide advice to internal and external stakeholders in the field of inland fisheries. Conduct assessment of all current inland fisheries activities and compile reports. Advice on technical challenges identified in inland fisheries. Promote the national Freshwater (Inland) Wild Capture Fisheries policy to government departments as well as

		the public sectors. Develop and maintain database. Participate in Environmental Impact Assessment related to inland fisheries. Advice applicants on potential NEMA EIA listed activities and potential triggers. Refer applicants to the relevant competent authorities for NEMA EIA administration.
ENQUIRIES	:	Mr. T Sebake at (066) 471 1409
POST 42/21	:	**ARTISAN PRODUCTION GRADE A: AQUACULTURE INNOVATION AND TECHNOLOGY DEVELOPMENT REF NO: FIM31/2026**
SALARY	:	R253 341 per annum, (OSD)
CENTRE	:	Cape Town (Sea Point, Marine Aquaculture Research Facility)
REQUIREMENTS	:	Appropriate Trade Test Certificate in Electrical / Plumbing. Knowledge of legal compliance regarding electrical and plumbing. Technical knowledge of electronical systems and plumbing repairs. Knowledge and skills of aquaculture/ aquarium systems. Planning and organising and communication. A valid driver's licence.
DUTIES	:	Monitor the Marine Aquaculture Research Facility (MARF) production systems. Assemble minor components for aquaculture systems operations. Ensure all produced or adapted components meet operational and safety requirements. Perform routine backwashing of filtration systems and ensure correct functioning of seawater circulation systems. Perform maintenance and repairs of life support systems of the MARF. Undertake minor plumbing repairs including leaks, pipe replacement, fittings and valve adjustments. Perform minor electrical tasks. Test repaired or serviced systems to ensure functionality and compliance with operational standards. Perform administrative and related activities. Maintain accurate maintenance logs, repair record and systems inspection registers. Provide inputs into maintenance planning and operational scheduling. Provide inputs into aquarium systems and adaptations. Provide support in minor layout adaptations and modifications of plumbing, pipework and pump configurations within aquaculture systems.
ENQUIRIES	:	Ms A Bernatzeder at (082) 687 5333
POST 42/22	:	**ADMINISTRATION CLERK: AQUACULTURE INNOVATION AND TECHNOLOGY DEVELOPMENT REF NO: FIM32/2026**
SALARY	:	R237 453 per annum
CENTRE	:	Cape Town (Foretrust Building)
REQUIREMENTS	:	Grade 12 Certificate (NQF 4) / or relevant equivalent qualification. Basic knowledge of the Public Service Regulation, Procurement procedures and PFMA. Knowledge in planning and organising. Skills in communication, computer literacy and teamwork. Ability to communicate with people at different levels and an ability to apply policies.
DUTIES	:	Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Stock control of office stationery. Keep and maintain the asset register of the component. Provide logistical support services. Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statics. Keep and maintain the filling system of the component. Provide administrative clerical support services within the component. Maintain leave register for the component. Provide support in meetings, minutes, arrange tea and coffee as required. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.
ENQUIRIES	:	Ms A Bernatzeder at (082) 687 5333

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

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

FOR ATTENTION : Ms P Kgopyane

CLOSING DATE : 11 December 2026

NOTE : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

OTHER POSTS

POST 42/23 : **STATE ACCOUNTANT: BUDGET OFFICE REF NO: 3/1/5/1-26/37 (X2 POSTS)**
Directorate: Financial Management

SALARY : R338 106 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) as recognised by SAQA in Accounting / Cost and Management Accounting / Finance / Business Studies or related equivalent qualification. At least two (2) years' relevant experience in budgeting, financial management is required. Applicants must have proven experience working with the Basic Accounting

System (BAS) and a sound understanding of the Public Finance Management Act (PFMA), National Treasury Regulations, and other relevant legislative prescripts. Computer literacy is essential. Applicants must demonstrate the ability to work independently, perform effectively under pressure, and function as part of a team. The incumbent must have good analytical, financial, and report-writing skills; strong attention to detail; excellent planning and organisational abilities; sound communication and interpersonal skills; proficiency in Microsoft Office applications, particularly Excel; and the ability to interpret and apply financial policies, legislation, and treasury regulations.

DUTIES : The successful candidate will be responsible for coordinating, analysing, consolidating, and reporting on the budget and expenditure information of the GCIS. Key responsibilities will include monitoring and controlling expenditure against the approved budget. Ensuring that financial transaction records are updated accurately and timeously. Administering and coordinating monthly expenditure projections, virements, the Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) processes, and BAS budget functions. Monitoring expenditure trends against planned activities and ensuring the correct allocation and utilisation of funds. Distributing expenditure and budget reports to programme and responsibility managers within prescribed timeframes. Controlling, checking, and verifying the accuracy of financial inputs and compiling consolidated submissions. Investigating expenditure deviations and implementing corrective measures where necessary. Ensuring the correct allocation of expenditure and facilitating the shifting of funds where required. Assisting with the preparation and compilation of the MTEF and ENE submissions to the National Treasury. Providing inputs for adjustment budgets and the compilation of annual financial statements. Compiling and consolidating budget submissions and reports for National Treasury. Assisting with the preparation of drawings and cash flow projections. Coordinating and preparing documentation for financial and budget-related forums, including Budget Committee meetings. Compiling and maintaining financial reporting schedules and Excel-based budget reports. Providing effective administrative and technical support to the Deputy Director: Budget Office. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Mr H Bekker Tel No: (012) 473 0099

NOTE : This post will be filled with a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 42/24 : **CASUAL WORKER: COMMUNICATION SERVICE AGENCY REF NO: 3/1/5/1-26/38**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Chief Directorate: Communication Service Agency

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

CENTRE : Pretoria

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

DUTIES : The successful candidate will be responsible for planning and management of all activities relating to the office of the Chief Director. The candidate will be expected to render administrative support services to the Chief Directorate. Provide secretarial support services to the manager which includes coordination of meetings for the Chief Directorate, compile the agenda in consultation with the Chief Director., arrange catering for the directorate's meetings, provide accurate minute taking and timeous availability of minutes., follow up on action decision with the relevant officials. Ensure proper filing of all incoming and outgoing documents and index for each file. Scrutinize routine submissions or reports and make notes and/or recommendations for the Chief Director. Verify and submit all payment advices/orders/petty cash documents to the Chief Director for signature. Order and control stationery and office equipment. Follow- up on the information for OPMS and Risk Reports. Serve as sub-office asset holder. Follow-up with the rest of the sub office asset holders on their submissions. Arrange flight bookings and travel and

subsistence Advances/ claims for the Chief Directorate. Liaise with travel agencies to make travel arrangements. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work the manager. Manage the diary of the Chief Director. Provide receptionist support service to the manager. Management of monthly projections, finances and orders. Compile reports received from other Directorates into one reporting line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

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

POST 42/25 : **CASUAL WORKER: HUMAN RESOURCE DEVELOPMENT REF NO: 3/1/5/1-26/39**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Human Resource Development

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES : The successful candidate will assist in coordinating training and skills development programmes; preparing progress reports on courses attended; capturing skills development intervention data on HRIMS and Excel; and coordinating the submission of post-training assessment reports. The candidate will also support the development of the Workplace Skills Plan (WSP) and Quarterly Monitoring Reports (QMR); coordinate induction and youth development programmes; administer bursary and improved qualifications recognition programmes; and assist with facilitating and implementing the Employee Performance Management and Development System (EPMDS). Additional responsibilities include maintaining the directorate's records, supporting procurement processes and preparing monthly projections. NOTE: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.
ENQUIRIES : Ms Thabile Zuma Tel No: (012) 473 0177

POST 42/26 : **CASUAL WORKER: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-2640**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Human Resource Management

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks

simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.

DUTIES : The successful candidate will provide administrative support to the Directorate, taking minutes and tracking action items arising from meetings; and compiling meeting agendas. The incumbent will also be responsible for coordinating travel arrangements for officials and candidates, and processing Subsistence and Travel (S&T) claims for the Directorate. Assisting with the procurement of stationery and providing ad hoc administrative support to the Chief Directorate as and when required. In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Mr Samuel Matsapola Tel No: (012) 473 0231

POST 42/27 : **CASUAL WORKER: RESEARCH SERVICES REF NO: 3/1/5/1-26/41**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Research Services

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

DUTIES : The successful candidate will be responsible for directorate administrative duties, assist with field work logistics, and source reports/articles relevant to the directorate's work. Note: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Dr Ntobifuthi Nala Tel No: (012) 473 0218

POST 42/28 : **CASUAL WORKER: RISK AND INTEGRITY MANAGEMENT REF NO: 3/1/5/1-26/42**
Twelve (12) Months Contract
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Risk and Integrity Management

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

DUTIES : The successful candidate will be responsible for Risk Management Administration. Monitoring of Management Action Plans (MAPs). BarnOwl System Administrative Support. Risk Management Reporting. Committee and Meeting Administration. Records and Information Management. General Administrative Support In line with the Directive on the Professionalisation of

Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Ms Boitumelo Gwangwa Tel No: (012) 473 0255

ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ORBIT TVET College)
(Gauteng CET College)
(Western Cape CET College)

OTHER POSTS

POST 42/29	:	**ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: ORB19/2026** Branch: Technical and Vocational Education and Training Component: ORBIT TVET College Permanent
SALARY	:	R605 742 per annum (Level 10)
CENTRE	:	Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office
REQUIREMENTS	:	A recognised three-year Degree or National Diploma (REQV 13) or equivalent qualification in Business Management, Public Administration, Development Studies, Project Management, Economics, Marketing, or a related field. Five (5) years' experience in the TVET or Higher Education sector. Added Advantage – experience in sourcing funding from external partners. Planning and organizing, financial management, report writing, communication interpersonal and problem-solving skills. Proven experience in project management and/or business development environments, sourcing and managing funding, Partnership development and stakeholder management, Student Work-Integrated Learning (WIL) processes, financial planning, budgeting and contract management. Presentation and facilitation skills. Client orientated. People management. A valid driver's license. Sound knowledge of The Public Service Act, PFMA, Treasury Regulations and relevant regulatory frameworks, corporate communications and marketing standards Reporting, compliance and governance processes. Proven computer literacy, including MS Word, Excel and PowerPoint. Excellent communication (in English - written and verbal), organising, planning and administration skills.
DUTIES	:	Build a database of local businesses and other linkages. Participate in business forums and identify business opportunities. Develop proposals and plans for joint initiatives. Form partnerships with industry and relevant stakeholders. Facilitate the handover process of the proposal to the relevant college manager. Identify opportunities for college income generation. Assist with establishing entrepreneurial and incubation hubs. Provide market needs business case rationale for all opportunities. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnerships to all stakeholders. Develop and update the schedule of government projects and opportunities. Build relationships with relevant officials and establish a database of key contacts. Develop proposals for partnering on specific opportunities aligned with the college's strategic vision. Partner with relevant research organisations. Negotiate service level agreements and or contracts with potential partners. Managing and retaining relationships with existing partners. Oversee student Work Integrated Learning (WIL) for graduates. Developing and tracking budgets and required payments. Promote ex-graduates for vacancies.
ENQUIRIES	:	Ms. ML Mahuma or Ms. KB Molefe at Central Office Tel No: (014) 5975540/ (014) 597 5543/94
APPLICATIONS	:	Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Thu 07:30 – 15:30 and Fri 07:30 – 13:30) or email to recruiment@orbitcollege.co.za, quoting the post reference number on the subject.
NOTE	:	The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will not be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal

opportunities and practicing affirmative action employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 04 December 2026

POST 42/30 : **ASSISTANT DIRECTOR: TVET MIS AND REGISTRATION REF NO: ORB20/2026**
Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College
Permanent

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

CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : An appropriate NQF Level 7 Qualification in Business Management or relevant qualification as recognized by SAQA At least 3-5 years relevant experience at middle / senior managerial level in stakeholder liaison, business management and partnership. Research & Statistical Analysing. Monitoring, Evaluation & Reporting. Thorough understanding of Education sector. Knowledge of Policies and Legislation applicable within the Education sector. Academic Framework. Proven ability to work in a highly unionized environment. Proven ability to establish professional credibility and confidence with a diverse customer base. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.

DUTIES : Provide strategic direction, implement and maintain the College business as per TVET College mandate in the field of quality assurance, student support services, communication, marketing, and advancement; Develop partnerships and the facilitation of the operations and strategic planning for TVET College. Develop quality assurance systems and maintain them to achieve continual improvement and customer satisfaction. Ensure that a holistic student support services strategy is developed, implemented and maintained for the enhancement of student well-being and ultimately student performance. Ensure that the communication, marketing, and advancement strategy is aligned with the College mandate. Direct the development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of international partnerships, international liaison and services to foreign students and other international-related activities. Coordinate and facilitate operations and strategic planning. Manage human resource and partnership Innovation and development affairs in the College. Provide guidance and adequate support for and development of staff. Ensure compliance with all administrative requirements, regulations, rules, and instructions about innovation and development.

ENQUIRIES : Ms. ML Mahuma or Ms. KB Molefe at Central Office Tel No: (014) 5975540/ (014) 597 5543/94

APPLICATIONS : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Thu 07:30 – 15:30 and Fri 07:30 – 13:30) or email to recruiment@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be

considered. Applications received after the closing date will not be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 04 December 2026 (13h00)

POST 42/31 : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: ORB21/2026**
Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College
Permanent

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

CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : Recognized three (3) year National Diploma or Degree (REQV 13) in Supply Chain Management or Logistics Management, Public Administration or related qualification. Added advantage – a postgraduate qualification in the relevant field. Three (3) to Five (5) year's in Supply Chain Management (tender and logistics Management) procurement and asset management. Experience in a TVET or public sector environment is advantageous. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of Asset Management. Knowledge of National Treasury's Supply Chain Management guidelines. Through knowledge of functioning of Bid specification, Evaluation and adjudication Committees. Knowledge of TVET College governance, administration and reporting requirements. Computer literacy (Ms Office). A valid driver's license.

DUTIES : Develop, review, implement and monitor SCM policies in line with relevant legislation. Ensure the implementation and monitoring of Supply Chain policy. Introduce a system for provisioning, procurement, stock control and reporting. Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conduct awareness on approved SCM policies. Oversee the procurement of good and services for the college. Ensure that all procurement is in compliance with the Supply Chain Management (SCM) policies and procedures of the college. Align procurement plan, policies and strategies with the annual budget. Manage the revision on summary of quotations, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements. Ensure that purchase orders are generated, approved and processed. Ensure that the receipt of goods and services are submitted to finance department for processing. Oversee the development, maintenance and utilization of the central supplier database and college supplier database. Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Oversee the administration of demand and acquisition management. Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Manage preparation of logistics for the Evaluation and Adjudication Committees. Serve as an observer in the Evaluation and Adjudication Committee. Ensure that adjudication is monitored and aligned with the preferential procurement strategy. Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee. Ensure the development and utilization of a supplier database and bid processes. Oversee the management of assets for the college. Monitor the implementation of the asset management plan of the college. Ensure and monitor the asset count,

verifications and office inspections of all assets and asset storerooms. Coordinate the receipt, processing and distribution of new assets. Responsible for asset verification. Ensure an up to date database of service providers. Oversee the development and continuous utilisation of a supplier database. Ensure that manual records are kept for all documentation submitted by suppliers. Ensure that all suppliers' information and documentation are confidential. Ensure continuous maintenance of database. Monitor the TVET College supplier's database on the approved college system. Management of staff development. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervise, mentor and support staff to ensure high performance and development. Manage the unit's budget and expenditure in line with PFMA and Treasury regulations. Ensure compliance with all relevant policies, governance frameworks and legislative requirements.

ENQUIRIES : Ms. ML Mahuma or Ms. KB Molefe at Central Office Tel No: (014) 5975540/ (014) 597 5543/9

APPLICATIONS : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Thu 07:30 – 15:30 and Fri 07:30 – 13:30) or email to recruiment@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will not be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 04 December 2026

POST 42/32 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: ORB22/2026**
Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College (Central Office)
Permanent

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

CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : A recognised three (3) year National Diploma or Bachelor's Degree (REQV) in Communication, Marketing, Public Relations or Journalism qualification. Added advantage – a postgraduate qualification in the relevant field. 3–5 years' working experience in a communication or marketing environment. Experience in a TVET or higher education environment will be advantageous. Knowledge of policies and governance environment of TVET Colleges including annual reporting requirements of Higher Education Institutions. Knowledge of digital marketing, social media and website management. Knowledge and understanding of TVET administration and Higher Education sector policies and relevant legislation. Computer literacy – proficiency (MS Office, design software, social media tools). Planning and organising skills. Communication

and interpersonal skills. Report writing, analytical and project management skills. People management and team leadership skills. A valid driver's licence.

DUTIES : Develop and manage the college brand identity and brand strategy. Manage all college signage and document branding (letterheads, certificates, banners, brochures, pamphlets and programme information). Formulate and ensure implementation of the college branding strategy. Monitor brand compliance across all college communications and platforms. Manage all media and general community liaison and communications, including coordination of media queries and responses. Track all positive and negative media stories about the college and forward to relevant managers. Manage all college events including exhibitions, graduations, official functions and special marketing events. Regularly communicate college campaigns on social media platforms and digital channels. Maintain and regularly update the content, design and layout of the college website. Develop and implement the college's social media strategy across all platforms (facebook, Instagram, Linkedin, Twitter, etc). Coordinate with ICT and other units for timely content updates. Draft articles and serve as sub-editor for the monthly electronic newsletter; gather articles from colleagues and college activities, verify and submit for approval. Provide photographic services at college events and market the college through branding at events. Render management services to staff; manage staff development, performance agreements, manage units' budget and supervision of the unit. Provide communication administrative support for all college events and coordinate college events planning.

ENQUIRIES : Ms. ML Mahuma or Ms. KB Molefe at Central Office Tel No: (014) 5975540/ (014) 597 5543/94

APPLICATIONS : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Thu 07:30 – 15:30 and Fri 07:30 – 13:30) or email to recruiment@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will not be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 04 December 2026

POST 42/33 : **SENIOR PROVISIONING OFFICER: SUPPLY CHAIN, ASSET AND FLEET MANAGEMENT REF NO: GPCETC01/10/2026 (X2 POSTS)**

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng Community Education and Training College (Ormonde)

REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Supply Chain Management, Logistics, Financial Management, Public Management or a relevant qualification. At least 2–3 years' relevant experience in supply chain, asset or fleet management. Supervisory experience will be an added advantage. Knowledge of the PFMA, Treasury Regulations, PPPFA and applicable SCM prescripts. Knowledge of demand, acquisition and contract management processes. Understanding of

asset management, asset registers, verification and disposal procedures. Knowledge of fleet administration, vehicle maintenance, licensing and utilisation monitoring. Knowledge of procurement and financial management systems. Computer literacy, particularly MS Excel, Word and Outlook. Valid driver's license. Procurement and contract administration skills. Asset and fleet management skills. Supervisory and team coordination skills. Planning, organising and analytical skills. Financial administration and reporting skills. Problem-solving and decision-making skills. Good communication and interpersonal skills. Attention to detail, integrity and accountability.

DUTIES : Coordinate procurement planning, specifications and purchase requisitions. Facilitate quotations, bid administration, purchase orders and supplier management. Monitor contract implementation, compliance, renewals and expiry dates. Coordinate asset acquisition, recording, verification, transfers and disposal. Maintain and reconcile the asset register with financial records. Coordinate vehicle allocation, maintenance, licensing, insurance and utilisation. Monitor fuel consumption, vehicle expenditure, logbooks and fleet compliance. Monitor adherence to SCM, asset and fleet management policies and procedures. Prepare SCM, asset and fleet reports, audit schedules and supporting documents. Supervise personnel, allocate duties and monitor performance. Liaise with suppliers, service providers and internal stakeholders.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168

APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: SPO01@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/34 : **STATE ACCOUNTANT: REVENUE AND EXPENDITURE MANAGEMENT REF NO: GPCETC02/10/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Gauteng Community Education and Training College (Ormonde)

REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Financial Management or a relevant qualification. At least 2–3 years' relevant experience in revenue, expenditure or financial accounting. Supervisory experience will be an added advantage. Knowledge of the PFMA, Treasury Regulations, GRAP and applicable public-sector financial prescripts. Knowledge of debtors, creditors, revenue collection and expenditure management. Understanding of payment

processing, reconciliations, accruals and petty cash administration. Knowledge of financial reporting, internal controls and audit processes. Experience in financial management systems, including Business Central, will be an added advantage. Computer literacy, particularly MS Excel, Word and Outlook. Financial accounting and analytical skills. Revenue and expenditure management skills. Supervisory and team coordination skills. Financial reconciliation and reporting skills. Planning, organising and problem-solving skills. Good communication and interpersonal skills. Attention to detail and ability to meet deadlines. Integrity, accountability and professionalism.

DUTIES : Coordinate revenue collection, recording, banking and reconciliations. Oversee debtor accounts, billing, debt collection and age analysis. Coordinate invoice verification, supplier reconciliations and payment processing. Monitor expenditure, commitments, accruals and outstanding payables. Oversee petty cash allocations, replenishments and reconciliations. Review financial transactions, reconciliations and accounting records. Monitor financial controls and compliance with applicable prescripts. Prepare revenue, expenditure, debtors and creditors reports. Coordinate audit schedules, supporting documents and year-end processes. Supervise personnel, allocate duties and monitor performance. Liaise with suppliers, debtors and internal stakeholders to resolve financial queries.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168

APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: STATEACC02@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/35 : **STATE ACCOUNTANT: FINANCIAL COMPLIANCE AND INTERNAL CONTROLS REF NO: GPCETC03/10/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Gauteng Community Education and Training College (Ormonde)

REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Financial Management, Internal Auditing or a relevant qualification. At least 2–3 years' relevant experience in financial compliance, internal controls, financial accounting or auditing. Knowledge of the PFMA, Treasury Regulations, GRAP and applicable public-sector financial prescripts. Knowledge of financial internal controls, compliance monitoring and risk management. Understanding of audit

processes, audit findings and corrective action plans. Knowledge of financial policies, procedures and governance frameworks. Computer literacy, particularly MS Excel, Word and financial management systems.

DUTIES : Monitor compliance with the PFMA, Treasury Regulations, applicable accounting standards and College financial policies. Implement and monitor financial internal controls, identify weaknesses and recommend corrective measures. Coordinate audit information requests, compile audit evidence and maintain audit records. Monitor audit action plans, track implementation of corrective measures and report on outstanding findings. Identify, assess and report financial risks and control deficiencies. Conduct compliance reviews, prepare financial compliance reports and monitor implementation of recommendations. Assist with the review and implementation of financial policies, procedures and standard operating processes. Liaise with internal and external auditors, finance officials and other stakeholders on audit and compliance matters.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168

APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: STATEACC03@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/36 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: GPCETC04/10/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Gauteng Community Education and Training College (Ormonde)

REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Financial Management or a relevant qualification. At least 2–3 years' relevant experience in management accounting, budgeting or financial management. Experience in staff supervision will be an added advantage. Knowledge of the PFMA, Treasury Regulations and applicable public-sector financial management prescripts. Knowledge of budget preparation, expenditure monitoring, financial planning and management reporting. Understanding of budgeting, cash-flow management and financial analysis. Proficiency in MS Office, particularly advanced Excel. Knowledge of financial management systems, including Business Central, will be an added advantage.

DUTIES	:	Coordinate the preparation and consolidation of annual budgets and projections. Monitor expenditure against approved budgets and analyse variances. Coordinate cash-flow projections and monitor financial commitments. Prepare monthly and quarterly management accounts and financial performance reports. Analyse expenditure trends and identify potential overspending and cost-saving opportunities. Coordinate budget adjustments, virements and reallocations in line with approved delegations. Monitor compliance with the PFMA, Treasury Regulations and College financial policies. Coordinate budget-related audit schedules, supporting documents and audit responses. Supervise staff, allocate duties and monitor performance. Liaise with internal stakeholders on budgeting, financial planning and reporting matters.
ENQUIRIES	:	Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168
APPLICATIONS	:	Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: STATEACC04@GP.CETC.edu.za
NOTE	:	Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE	:	04 December 2026 at 12h00
POST 42/37	:	**STATE ACCOUNTANT: PAYROLL ADMINISTRATION REF NO: GPCETC05/10/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Gauteng Community Education and Training College (Ormonde)
REQUIREMENTS	:	Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Financial Management or a relevant qualification. At least 2 years' relevant experience in payroll administration or financial accounting. Knowledge of the PFMA, Treasury Regulations, Income Tax Act and applicable payroll legislation. Knowledge of payroll processing, statutory deductions and reconciliations. Knowledge of payroll systems will be an added advantage. Computer literacy, particularly MS Excel, Word and Outlook. Financial accounting and analytical skills. Attention to detail and accuracy. Good communication and interpersonal skills. Planning, organising and problem-solving skills. Ability to work under pressure and meet deadlines. Integrity, confidentiality and accountability.
DUTIES	:	Coordinate and oversee the processing of salaries, allowances, deductions and payroll adjustments. Review and verify payroll transactions for accuracy and completeness. Review payroll reconciliations and monitor clearance of discrepancies. Monitor compliance with payroll legislation, policies and

procedures. Coordinate preparation of payroll reports and expenditure analyses. Oversee the administration of employee benefits and payroll adjustments. Monitor payroll controls and ensure corrective action on identified discrepancies. Coordinate payroll audit schedules, supporting documents and audit responses. Liaise with HR and relevant stakeholders to resolve payroll-related matters. Supervise payroll personnel, allocate duties and monitor staff performance.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168

APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: STATEACC05@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/38 : **STATE ACCOUNTANT (MANAGEMENT ACCOUNTING) REF NO: WCCETC/SS/2026/15**
Permanent

SALARY : R338 106 per annum (Level 07)

CENTRE : Western Cape CET College: Central Office: Bellville

REQUIREMENTS : National Senior Certificate (Grade 12). Three-year degree in Accounting or Financial Management (NQF level 7). Two (2) years' experience in a financial management environment. Knowledge: Management accounting and budgeting principles. Budget preparation expenditure and variance analysis. Financial management and procedures Skills: Numerical and analytical skills. Budget analysis and financial data interpretation. Report writing and preparation of financials schedules. Computer literacy, particularly spreadsheets and financial systems. Communication and interpersonal skills. Planning, organising and time management. Problem solving and attention to details.

DUTIES : Budget preparation and administration. Expenditure monitoring and Budget control. Management accounting reports and variance analysis. Financial forecasting and resources planning. Financial compliance, reconciliation and audit support. Records management and operational support.

ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030

APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za

NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83

(effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. 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). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/39 : **STATE ACCOUNTANT (DEBTORS) REF NO: WCCETC/SS/2026/16**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). Three-year Degree in Accounting or Financial Management (NQF level 7). Two (2) years' experience in a financial management environment. Knowledge: Financial functions, Practices as well as the ability to capture data, Operate computer and collate financial statistics, Financial accounting procedure, Methods and principles established for the processing of specific salary/ financial transactions, Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual Skills: Computer skills, Planning and organizing, Good verbal and written communication, Basic numeracy skills, Ability to perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Accuracy, Aptitudes of figures.
DUTIES : Provide support in the administration of Debtors. Identify and accurate recording of debts owed to the college. Liaise with debtors to determine payback conditions and time span. Accurate allocation of monies received. Update of tuition fees and administer debtors. Reconciliation and clearances suspense/ledger counts. Supervise staff.
ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. 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). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/40 : **STATE ACCOUNTANT (PROJECTS) REF NO: WCCETC/SS/2026/17 (X2 POSTS)**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). Three-year Degree in Accounting / Financial Management / Project Management (NQF level 7). Two (2) years' experience in a financial/projects management environment. Knowledge: Financial policies, understanding of project management knowledge of budgeting coordination of meetings, PESET and CET act, Public Services, DHET Policies, Industrial operation, identification of opportunities in the market. Labour market and opportunity linkages with industries Skills: Excellent communication (oral and written) networking, negotiation, research, interpersonal, planning, organising, computer, promotion and placement.
DUTIES : Conduct project related costing investigation, compile project budget and cash. Prepare costing tables for the project, provide support in the management project and cash flow sheet. analyze project expenditure against project budget and project milestones, receive, evaluate and process request for procurement of consumable goods/of projects. Responsible for all administration of immovable assets and related contracts.
ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. 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). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments.

One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/41 : **STATE ACCOUNTANT (PAYROLL) REF NO: WCCETC/SS/2026/18**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). A three-year Degree in Accounting / Financial Management / Human resources (NQF level 7). Two years' experience in financial/human resources management environment. BAS/PERSAL certificate will be an added advantage. Knowledge: Legislative framework governing public services, financial management systems, PERSAL, salary administration policies and, payroll administration principles Skills: Computer skills, Planning and organizing, Good verbal and written communication, Basic numeracy skills, Interpersonal relation, Ability to perform routine tasks, Ability to operate office equipment, ability to work under pressure, Interpersonal Relations, Ability to work under pressure. Attention to details.
DUTIES : Administer payroll control and salary administration. Manage allowances, deductions and service benefits. Approval of PERSAL transactions relating to salaries and service benefits. Supervise human resources/staff. Development of staff and compile monthly reports. Monitor appointments and salary payments. Monitor establishment and implementations of policies.
ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. 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). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be

accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/42 : **STATE ACCOUNTANT (INTERNAL AUDITING AND RISK MANAGEMENT) REF NO: WCCETC/SS/2026/19**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). A three-year Degree in Finance / Accounting / Auditing / Risk management (NQF level 7). Two years' experience in a financial or risk environment. Knowledge: Experience in the development of policies /implementation strategies knowledge of the relevant prescripts, legislation and regulations. knowledge and understanding of the internal audit environment Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, problem solving, Analytical, Client oriented, Computer literacy, Project management.
DUTIES : Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Ensure overall supervision, plan execute and report on audits. Ensure over and evaluate internal audit controls, governance and risk management processes. Ensure overall supervision and coordination audit and risk committee meetings. Ensure overall supervision, review, collect information and compile reports to council subcommittees/audit and risk committee on issue of risk and internal audit. Supervise human, physical and financial resources.
ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. 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). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
CLOSING DATE : 04 December 2026 @16:00

POST 42/43	:	**FINANCE CLERK (MANAGEMENT ACCOUNTING) REF NO: WCCETC/SS/2026/12** Permanent
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Western Cape CET College: Central Office: Bellville
REQUIREMENTS	:	National Senior Certificate (Grade 12). Experience in Finance environment will be an added advantage. Knowledge: Public Financial Management Act, Treasury regulations, Basic budgeting and financial management principles, financial systems Skills: Financial administration, Numerical and Analytical, Data capturing, Reconciliation, Record keeping, Communication and Interpersonal skill, Computer literacy, Planning and Organizing, Report writing.
DUTIES	:	Capture and update budget allocations on financial systems. Monitor expenditure against approved budgets. Assist with compilation of monthly and quarterly expenditure reports. Support the budget preparation process. Maintain budget control registers and records. Identify and report over/under expenditure trends. Assist with virements and budget shifts documentation. Provide administrative support during audits.
ENQUIRIES	:	Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. 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). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
CLOSING DATE	:	04 December 2026 @16:00
POST 42/44	:	**FINANCE CLERK (PAYROLL) REF NO: WCCETC/SS/2026/13** Permanent
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Western Cape CET College: Central Office: Bellville
REQUIREMENTS	:	National Senior Certificate (Grade 12). Experience in Finance/Human Resources environment will be an added advantage. Knowledge: Legislative framework governing public services, financial management systems, PERSAL, salary administration policies and, payroll administration principles Skills: Planning and Organizing, Good communication (verbal and written), Computer literacy, Flexibility, Customer care services, Report writing.

DUTIES	:	Maintain accurate employee payroll records. Process allowances, deductions and benefits. Ensure completeness of payroll documentation. Identify payroll errors and facilitate corrections. Prepare payroll documentation. Respond to employee payroll enquiries. Maintain payroll filing systems. Responsible for salary administration. Monitor salary adjustments and payments.
ENQUIRIES	:	Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. 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). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
CLOSING DATE	:	04 December 2026 @16:00
POST 42/45	:	**FINANCE CLERK (PROJECTS) REF NO: WCCETC/SS/2026/14 (X2 POSTS)**
SALARY	:	R237 453 per annum (Level 05), permanent
CENTRE	:	Western Cape CET College: Central Office: Bellville
REQUIREMENTS	:	National Senior Certificate (Grade 12). Experience in Finance environment will be an added advantage. Knowledge: Public Financial Management Act, Treasury regulations, Basic budgeting and financial management principles, financial systems Skills: Financial administration, Numerical and Analytical, Data capturing, Reconciliation, Record keeping, Communication and Interpersonal skill, Computer literacy, Planning and Organizing, Report writing.
DUTIES	:	Process and administer project stipends. Identify open windows for grants from SETAs. Responsible for administrative functions within the unit. Monitoring of contracts. Assist with compilation of monthly/quarterly reports. Assist with administration of immovable assets and related contracts.
ENQUIRIES	:	Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other

relevant documents will be submitted by shortlisted candidates. 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). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/46 : **SUPPLY CHAIN AND ASSET MANAGEMENT CLERK REF NO: GPCETC06/10/2026 (X5 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng Community Education and Training College (Ormonde)
REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. A National Diploma or Certificate in Supply Chain Management, Logistics, Finance or related qualification. At least 1 year of relevant experience in supply chain, asset management or procurement administration. Basic knowledge of the PFMA, Treasury Regulations and applicable SCM prescripts. Understanding of procurement, inventory, asset and fleet administration. Knowledge of financial and procurement management systems will be an added advantage. Computer literacy, particularly MS Excel, Word and Outlook. Procurement and administrative skills. Asset and inventory recordkeeping skills. Planning, organising and time management. Good communication and interpersonal skills. Accuracy and attention to detail. Problem-solving and teamwork. Integrity, accountability and professionalism.
DUTIES : Assist with procurement planning, requisitions and specifications. Process quotations, purchase orders and procurement documentation. Maintain supplier records and assist with procurement queries. Maintain contract records and monitor expiry dates. Assist with asset recording, tagging, verification, transfers and disposals. Update asset registers and assist with reconciliations. Maintain inventory records and monitor stock movements. Assist with vehicle licensing, maintenance, logbooks and fuel records. Assist with SCM, asset and fleet compliance checks. Prepare administrative reports, audit schedules and supporting documents. Maintain accurate procurement, asset and fleet records.
ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168
APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: SCAMCO6@GP.CETC.edu.za
NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or

before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/47 : **FINANCE CLERK REF NO: GPCETC07/10/2026 (X5 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng Community Education and Training College (Ormonde)
REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. A National Diploma or Certificate in Accounting, Finance or Financial Management or related qualification. At least 1 year of experience in financial administration. Basic knowledge of financial accounting, budgeting, payroll and financial administration. Understanding of the PFMA, Treasury Regulations and applicable financial policies and procedures. Knowledge of revenue, expenditure, reconciliations and financial recordkeeping. Computer literacy, particularly MS Excel, Word and Outlook. Knowledge of financial management systems will be an added advantage. Basic financial and numerical skills. Financial administration and recordkeeping skills. Good communication and interpersonal skills. Planning, organising and time management. Accuracy and attention to detail. Problem-solving and teamwork. Ability to work under pressure and meet deadlines. Integrity, confidentiality and accountability.

DUTIES : Assist with invoices, payments, debtors, creditors and petty cash transactions. Capture payroll inputs, verify supporting documents and assist with payroll reconciliations. Assist with budget preparation, expenditure monitoring and cash-flow reporting. Assist with compliance checks, financial controls and monitoring of audit findings. Prepare reconciliations and maintain supporting financial records. Compile financial schedules, reports and supporting documentation. Assist with audit information requests and year-end processes. Maintain accurate financial records and filing systems. Respond to financial queries and provide administrative support.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168)
APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: FC07@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your

application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

DEPARTMENT OF HOME AFFAIRS

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



CLOSING DATE : 04 December 2026

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

OTHER POSTS

POST 42/48 : **OFFICE MANAGER REF NO: HRMC 77/26/1**

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

CENTRE : Branch: Counter Corruption and Security Services

REQUIREMENTS : An undergraduate qualification in Administration or Management or Office Management and Technology, or Business Management or Public Management Administration, or related field at NQF level 6 as recognized by SAQA. Three (3) years' experience at an Assistant Director or Junior Management level in an office management environment. Knowledge of office administration, executive support, and coordination of strategic documents and processes. Sound understating of document and records management. Knowledge of the Constitution of the Republic of South Africa, public service legislative frameworks, and government structures Excellent abilities and experience in project management, project optimization, digital transformation, use of online systems and corporate governance. Willingness to travel and work extended hours when required. Required skills and competencies: Strategic capability and leadership. Program and project management. Financial Management. Service delivery innovation. Client orientation and

customer focus. Problem solving and analysis. Planning, organizing, coordinating and time management. Change Management. Excellent written and verbal communication skills, including report writing and presentation skills. Conflict management, facilitation, influencing, networking, and negotiation skills. Minute taking and document management. Ability to instill appropriate systems and technology to support effective operations in the Office. Digital transformation support. Computer literacy. Ability to interface effectively with internal stakeholders such as the Director-General's Office, fellow EXCO members' offices, and external parties. Ability to manage the diary and workflow of the DDG with discretion, confidentiality, and strategic awareness. Stakeholder engagement. Behavioural competencies: High level of integrity and trustworthiness. Ability to handle confidential matters discreetly. Strong objectivity, emotional intelligence, and professionalism. A proactive individual who is solutions-oriented. High level of accountability, patriotism, and commitment to ethical conduct.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Manage the Office of the Deputy Director-General: Counter Corruption and Security Services and coordinate strategic support to ensure optimal functioning. Effectively manage the DDG's diary, briefings, and engagements with internal and external stakeholders. Deliver comprehensive and timeous reports and presentations related to finances and work activities. Manage and consolidate the Branch: risk, audit and strategic planning documentation and performance reports (e.g. monthly, quarterly, and annual reports). Review and study correspondence, submissions and reports, highlighting key aspects and making recommendations where necessary. Scrutinise documents to ensure alignment with departmental priorities and proofread all submissions. Compile complex documents using research and analysis, in support of strategic initiatives. Obtain inputs from Chief Directors and consolidate reporting to support oversight and compliance. Facilitate and represent the DDG's Office at strategic stakeholder forums and meetings. Implement governance frameworks, digital innovations, document management and process improvements to enhance service delivery. Manage the physical, and financial resources within the Office, ensuring compliance and accountability. Coach and guide team members on administrative excellence and adherence to relevant regulatory frameworks.

ENQUIRIES : Head Office: Ms V Motshegoe Tel No: (012) 406 4252

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

POST 42/49 : **CIVIC SERVICES SUPERVISOR (X14 POSTS)**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Eastern Cape: Medium Office: Humansdorp Ref No: HRMC 77/26/2a (X1 Post)
Eastern Cape: Medium Office: Motherwell Ref No: HRMC 77/26/2b (X1 Post)
Free State: Large Office: Welkom Ref No: HRMC 77/26/2c (X1 Post)
Gauteng: Medium Office: Carletonville Ref No: HRMC 77/26/2d (X1 Post)
Gauteng: Medium Office: Nigel Ref No: HRMC 77/26/2e (X1 Post)
KwaZulu-Natal: Medium Office: Commercial Road Ref No: HRMC 77/26/2f (X1 Post)
KwaZulu-Natal: Medium Office: Umzimkhulu Ref No: HRMC 77/26/2g (X1 Post)
Limpopo: Medium Office: Lephalale Ref No: HRMC 77/26/2h (X1 Post)
Limpopo: Medium Office: Maruleng Ref No: HRMC 77/26/2i (X1 Post)
Mpumalanga: Medium Office: White River Ref No: HRMC 77/26/2j (X1 Post)
Northern Cape: Medium Office: Springbok Ref No: HRMC 77/26/2k (X1 Post)
North West: Medium Office: Ganyesa Ref No: HRMC 77/26/2l (X1 Post)
Western Cape: Large Office: Cape Town Ref No: HRMC 77/26/2m (X1 Post)
Western Cape: Large Office: Paarl Ref No: HRMC 77/26/2n (X1 Post)

REQUIREMENTS : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 2 Years' experience in Operations in a Client or Customer Services environment is required. Experience in Civic or Immigration Operations and a drivers licence may be an added advantage. Knowledge of front office operations. Extensive knowledge of various filing systems. Knowledge of fingerprint verification. Knowledge and understanding of Civic Services Regulatory Framework. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and

procedures. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of Human Resources Regulatory Framework. Work extended hours may be required. Required skills and competencies: Customer Focus. Analytical thinking. Planning and organizing. Problem Solving. Verbal and written Communication. Financial Administration. Interpersonal skills. Attention to detail. Clerical and Administration. Multi Tasking. Supervisory skills. Teamwork. Time Management. Conflict Management and resolution. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the administration of the front line office in an effective manner. Ensure enquiries are attended to and perform online (meter greeter) verification. Ensure the monitoring of the live capture photo boot in the department. Facilitate the verification and validation of client information on system, fingerprint, scan client supporting document online. Ensure the effective delivery of ID smart cards. Facilitate and quality assure the authorisation and collection of applications from clients. Facilitate the implementation of security control processes and policies. Attend to problematic areas related to general services to all clients. Facilitate the implementation of BMD (Birth, Marriage and Death) and ID smart cards operations. Facilitate and monitor effective daily operations of the front office. Build and maintain relationships with clients. Ensure the implementation of effective governance, risk, and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Eastern Cape: Mr L Jama Tel No: (043) 642 1846
Free State: Ms V Molefe Tel No: (051) 430 0378
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel (021) 488 1409

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or sent to the correct address specified as follows:
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200
Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300
North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

POST 42/50 : **LEGAL ADMINISTRATION OFFICER (MR1- MR5) REF NO: HRMC 77/26/3**

SALARY : R262 968 - R1 155 777 per annum (MR1-MR5). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE : Head Office: Tshwane, Directorate: Litigation

REQUIREMENTS : An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. **MR1:** No previous legal experience is required. **MR 2:** 1 (one) years' relevant post-qualification legal experience in a litigation environment. **MR 3:** 2 (two) years' relevant post-qualification legal experience in a litigation environment. **MR 4:** 4 (four) years' appropriate post qualification legal experience in a litigation environment. **MR 5:** 6 (six) years' relevant post-qualification legal experience in a litigation environment. Admission as an Attorney or Advocate is required for MR 2–5. A valid Driver's License. Knowledge of all legislation (primary and secondary legislation) administered by the Department will be an added advantage. Required skills and competencies: Legal research and drafting. Case flow management.

		Computer literacy. Good interpersonal relations. Communication (written and verbal). Planning, organising and decision-making. Program and project management. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. Negotiation skills. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Technical Skills: Litigation processes and procedures, preparation/scrutiny of affidavits, preparation of legal opinions pertaining to litigation matters.
DUTIES	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure proper administration of litigation matters and provide litigation trends. Consult with line managers and advise on policy implementation. Send instructions to State Attorney and ensuring that the Department and the Minister is represented in civil litigation matters involving the Department and the Minister. Display understanding of the drafting of legal documents that provide a clear motivation for a particular position pertaining to a specific case. Propose an approach to be followed to ensure the best possible outcome for the Department on a litigious matter. Be guided in presenting motivation on how a specific case should be approached to obtain the most desirable outcome in the specific circumstances. Accurately document interview with a client. Render administration duties in relation to the litigation function. Conduct research that will provide information and case law relevant to the legal matter at hand. Provide strategy in reducing litigation and costs. Consult State Attorney and/or Counsel and capture in writing advice given during consultation. Conduct research and provide information for instructions and consultation with client, line functionaries, advocates, attorneys, experts and any other relevant stakeholders. Conduct research, file records, contracts, and other relevant documents that will provide information relevant to the matter. Manage and ensure compliance with legislation (both primary and secondary legislation) and policies and procedures of the Department. Manage external consultants/service providers in an effective and efficient manner. Ability to instil appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.
ENQUIRIES	:	Head Office: Mr B Mathatho Tel No: (012) 406 4250
APPLICATIONS	:	Applications compliant with the “Directions to Applicants” above, must be submitted online at https://erecruitment.dha.gov.za or legalrecruitment@dha.gov.za

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 04 December 2026 at 16:00

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

ERRATUM: Kindly note that the advertisement for the positions of State Accountant: Rates and Taxes (X14 Posts) Ref No: 3/1/1/1/2026/350 for the Directorate: Financial and Supply Chain Management Services: North West (Mmabatho) and State Accountant: Rates and Taxes (X12 Posts) Ref No: 3/1/1/1/2026/351 for the Directorate: Financial and Supply Chain Management Services: Mpumalanga (Mbombela) that that appeared in Public Service Vacancy Circular 40 dated 06 November 2026 is hereby amended as follows: In line with the Employment Equity Act, all eligible members of the public, irrespective of race or gender, are encouraged to apply. The Department apologies for any inconvenience caused. The closing date has been extended to 27 November 2026.

MANAGEMENT ECHELON

POST 42/51 : **DIRECTOR: LEGAL SUPPORT REF NO: 3/1/1/1/2026/381**
Branch: Corporate Support Services

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

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a LLB or B Proc Degree (NQF L7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Admission as an attorney in South Africa. Minimum of 5 years of experience at middle / senior managerial level in the Legal Services environment. A valid driver's licence. Job related knowledge: Ability to understand and interpret the various pieces of legislation administered by the department. Knowledge of budgeting and supply chain management processes. Basic knowledge of financial and administration systems. Knowledge of performance management. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Expenditure reporting. Job related skills: Law Interpretation. Ability to research law. Client relation. Excellent drafting and writing. Presentation. Computer literacy. Communication (verbal and written). Negotiation. Interpersonal relations, leadership and planning.

DUTIES : Draft and vet legal documents, such as agreements, affidavits, delegations, reports and correspondence of a legal nature. Conduct research, draft, vet and/or amend legal documents. Manage the performance of the external legal team (where applicable) i.e, State Attorney and/or counsel. Provide legal opinions and general legal advice. Conduct research and draft legal opinions or provide legal advice. Manage the performance of the external legal team (where applicable), i.e. State Attorney, State Law Advisers and/or counsel. Provide legal and administrative support in respect of PAIA. Assess requests for access to the records held by the Department. Redirect the request to the relevant Deputy Information Officer/line function. Advise the relevant Deputy Information Officer/line function on the processing of the request. Compile and submit annual section 32 report to the Information Regulator. Manage the Directorate effectively and efficiently. Manage Staff and Budget for the Directorate. Compile and sign performance agreements with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Develop annual operational plan for Directorate. Compile monthly, quarterly and annual reports on Directorate's performance against the Operational Plan.

ENQUIRIES : Ms TP Mahlaela Tel No: (012) 312 9655

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post381@dlrrd.gov.za

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

POST 42/52 : **DIRECTOR: CORPORATE SERVICES REF NO: 3/1/1/1/2026/393**
Directorate: Corporate Services

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

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor’s Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Human Resource Management (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level. A valid driver’s licence. Job related knowledge: Public Finance Management Act (PFMA). Policy development and implementation.

Knowledge of the Public Service Regulations. Basic Conditions of Employment Act. Labour Relations Act. Treasury Regulations. Public Service prescripts. Job related skills: Leadership and presentation. Management and project management. Communication (verbal and written). Computer literacy. Willingness to travel.

DUTIES : Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implantation of policy objectives through programme implementation by DLRRD programme initiatives. Evaluate the effectiveness of the implementation of the initiatives and report to the delegated authority. Provide communication services. Render corporate and development communication services. Render marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage compliance with Occupational Health and Safety Act. Conduct preliminary investigations on security matters. Manage records and information. Facilitate the implementation of records management policies, guidelines, and procedures. Monitor and evaluate records management practises for compliance to sound records management practises. Provide and coordinate training on records administration. Provide information technology support services: Identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Advise, liaise and coordinate with district corporate services on issues that may arise. Liaise with the District Offices on the implantation of corporate service issues. Provide guidance on the interpretation of policies, strategies, and procedures. Coordinate employee information as required. Attend to queries. Ensure provincial compliance through management of information, risk and audit. Request progress reports on audit finds. Manage risk register for the Chief Directorate. Ensure compliance with regards to policies, directives, instructions, regulations, etc.

ENQUIRIES : Mr N Mgoqi Tel No: (021) 409 0300

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post393@dlrrd.gov.za

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

OTHER POSTS

POST 42/53 : **TECHNOLOGY ARCHITECT REF NO: 3/1/1/1/2026/385**
Directorate: ICT Planning and Governance

SALARY : R932 292 per annum (Level 11), (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 certificate and a National Diploma in Computer Science / Information Technology (NQF Level 6) or related equivalent IT qualification. Minimum of 3 years' experience at junior management in information technology / ICT architectural / design capacity. Job related knowledge: Strong technical background particularly with respect TOGAF, ZACHMAN etc. Technology Architecture Methodologies. All the components of Enterprise Architecture including Business, Information (Data and Applications) and Technology. Understand and apply the principles of project management. Familiarity with basic graphical modelling approaches, tools and model repositories, and the ability to apply modelling techniques. Job related skills: Computer literacy. Communication (verbal and written). Time management. Research ability. Organisational and analytical thinking. Interpersonal relations. Problem solving.

DUTIES : Develop frameworks and / or hi-level designs technology architectures. Develop technology architecture framework and principles incorporating security-by-design, risk management, and compliance requirements. Oversee and provide input into the system development life cycle and ensure alignment

to technology architecture framework and secure development practices, including applicable information security controls. Provide product standards and roadmaps. Provide input into technology architecture roadmaps to transition information architecture to target state aligned to data strategy while embedding data protection, confidentiality, integrity, and availability requirements. Advise on and provide input into information architecture use cases to be implemented within area of scope with consideration of security, privacy, access control, and regulatory compliance implications. Develop frameworks / policies / processes / procedures that integrate information security governance, control requirements, and secure technology standards. Ensure adherence to the established group technology architectures. Monitor and evaluate the implementation of the technology architecture framework including adherence to defined security controls and risk mitigation measures. Ensure targets and solutions contribute towards achieving and integrated technology architecture that is secure, resilient, and aligned with enterprise security requirements. Build-out data assets aligned to information architecture principles as part of roadmap while applying appropriate data security, classification, retention, and access management controls. Review current deployed technologies and provide appropriate recommendations and roadmaps for enhancements. Review current deployed technologies and identify interconnected problems, determine impact, patterns, trends and identify best fit alternatives to design and implement best practice solutions with due consideration of security vulnerabilities, control gaps, and risk exposure. Work closely with a cross-functional team to assess technology architectural requirements for new and enhanced business operations including security, continuity, compliance, and risk requirements. Establish and manage a continuous technology awareness program. Drive technology architecture awareness (and related risks) for area of responsibility in consultation with relevant stakeholders including awareness of security risks, cyber hygiene, and secure technology adoption. Provide required training to relevant stakeholders on technology architecture framework, policies, standards and principles within area of scope including applicable security requirements, secure usage practices, and compliance obligations. Liaise and communicate the architectural design to the necessary audiences including relevant security considerations, control responsibilities, and risk implications.

ENQUIRIES : Mr K Mohlala Tel No: (012) 312 8733

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post385@dlrrd.gov.za

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

POST 42/54 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: 3/1/1/1/2026/390**
Directorate: National Rural Youth Service Corps (NARYSEC)

SALARY : R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Education or Skills Development / Training / Human Resource Development or relevant equivalent or higher qualification (NQF Level 6). Minimum of 3 years' experience at junior management level in a skills development environment. A valid driver's licence. Job related knowledge: Skills Development legalisation. Skills Development strategies. Skills Development planning. Skills Development implementation approaches. Skills Development quality assurance and monitoring. Skills Development certification processes. Curriculum conceptualisation and development. Research and reporting. Knowledge to operate computer software packages (Microsoft Word, Excel and PowerPoint). Job related skills: Critical thinking and problem-solving. Planning and organising. Decision making. Communication (verbal and written). Influencing and leading. Delegation ability. Teamwork and negotiation. Conflict management. Research and report writing. Presentation and stakeholder management Skills.

DUTIES : Conceptualise and develop a Provincial Skills Development Plan. Determine the skills requirements of the confirmed exit opportunities of the NARYSEC youth. Identify and develop learning programmes, aligned to the confirmed exit opportunities. Compile Provincial Skills Development Plan. Facilitate and coordinate the implementation of the Provincial Skills Development Plan. Develop Terms of References (TORs) for all learning programmes to be

Implemented. Identify possible training providers to offer the required training. Prepare training approval submissions and ensure approval of planned training. Contract training providers. Prepare all logistical arrangements for the implementation of the learning programmes. Ensure Implementation of all approved learning programmes. Quality assure and monitor the implementation of the Provincial Skills development Plan. Ensure that only accredited training providers are utilised for training. Quality assure training approval submission documentation. Monitor all training being implemented. Compile Monitor and progress reports for training being implemented. Ensure certification of NARYSEC youth. Engage training providers on completion dates for training. Engage training providers on issuing of certificates on completion of training. Obtain certificates from training providers. Prepare and submit portfolios of evidence for skills development Annual Performance Plan (APP) reporting.

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

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post390@dlrrd.gov.za

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

POST 42/55 : **RESTITUTION ADVISOR REF NO: 3/1/1/1/2026/377**
Directorate: Operational Management

SALARY : R605 742 per annum (Level 10)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc degree (NQF Level 7) or any related relevant qualification. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Experience in conveyancing and vetting of documents. Post qualification experience in court litigation. A valid driver's licence. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of contracts. Knowledge of SA law, in particular land reform laws. Knowledge of conveyancing and vetting of documents. Job related skills: Proven supervisory and management ability. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting ability. Ability to think independently, analytically and innovatively. Good problem-solving ability. Mediation and conflict resolution. Computer literacy. Skills in court litigation. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check section 42D. Check Gazette Report. Attend to negotiations with the farmer/landowner. Prepare response to the representation for the farmer/landowner. Check Section 42 E expropriation. Check claimant verification. Liaise with the landowner. Check financial compensation funds. Prepare settlement agreement. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint state attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Facilitate signing of Affidavits by RLCC/CLCC. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft sale agreement. Add draft distribution agreement. Draft Memorandum of Understanding. Draft lease agreement. Draft caretaker ship agreement. Draft legal opinion and documents. Transfer private or state land. Facilitate the registration of transfers. Facilitate the signing of agreements for both parties. Facilitate transfer of payments. Facilitate signing of POA by the DG/City Manager. Issue instruction to conveyancers to invest the first payment of the purchase price. Coordinate and intervene in obtaining appointment letters. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to Conveyancer for transfer and pay the balance. Issue instruction to Conveyancer inclusive of Section 42D. Facilitate the requested clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform claimants.

ENQUIRIES : Mr SM Maseko Tel No: (012) 337 3655

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post377@dlrrd.gov.za

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

POST 42/56 : **RESTITUTION ADVISOR REF NO: 3/1/1/1/2026/392**
Directorate: Legal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc degree (NQF Level 7) or any related relevant qualification. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Experience in conveyancing and vetting of documents. Post qualification experience in court litigation. A valid driver's licence. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of contracts. Knowledge of SA law, in particular land reform laws. Knowledge of conveyancing and vetting of documents. Job related skills: Proven supervisory and management ability. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting ability. Ability to think independently, analytically and innovatively. Good problem-solving ability. Mediation and conflict resolution. Computer literacy. Skills in court litigation. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check section 42D. Check Gazette Report. Attend to negotiations with the farmer/landowner. Prepare response to the representation for the farmer/landowner. Check Section 42 E expropriation. Check claimant verification. Liaise with the landowner. Check financial compensation funds. Prepare settlement agreement. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint state attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Facilitate signing of Affidavits by RLCC/CLCC. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft sale agreement. Add draft distribution agreement. Draft Memorandum of Understanding. Draft lease agreement. Draft caretaker ship agreement. Draft legal opinion and documents. Transfer private or state land. Facilitate the registration of transfers. Facilitate the signing of agreements for both parties. Facilitate transfer of payments. Facilitate signing of POA by the DG/City Manager. Issue instruction to conveyancers to invest the first payment of the purchase price. Coordinate and intervene in obtaining appointment letters. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to Conveyancer for transfer and pay the balance. Issue instruction to Conveyancer inclusive of Section 42D. Facilitate the requested clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform claimants.

ENQUIRIES : Ms PP Muchanga Tel No: (013) 754 8072
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post392@dlrrd.gov.za

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

POST 42/57 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/1/1/1/2026/378**
Directorate: Richards Bay District Office

SALARY : R487 197 per annum (Level 09)
CENTRE : KwaZulu Natal
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at supervisory level in an administration environment. A valid driver's licence. Job related knowledge: Supply Chain Management

processes. Government systems and structures. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Departmental transversal systems (BAS, PERSAL, LOGIS). Job related skills: Planning and organising. Analytical thinking. Document management. Office management. Financial management. Interpersonal relations. Computer literacy. Resource planning. Problem-solving and decision-making. Communication (verbal and written). Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium-Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precautions against unauthorised, irregular, fruitless and wasteful expenditure. Provide administrative support services. Coordinate the development / review of operational / strategic plans. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit drafted minutes. Coordinate procurement of goods and services. Coordinate the compilation of the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Administer the coordination of human resource support services. Coordinate all training requirements and activities. Coordinate the component equity plan and ensure that vacancies are filled accordingly. Coordinate the recruitment process. Coordinate leave records. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.

ENQUIRIES : Mr N Jacquire Tel No: (033) 264 9500

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post378@dlrrd.gov.za

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

POST 42/58 : **SENIOR PROJECT OFFICER: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/368**
Directorate: Chris Hani District Office

SALARY : R413 001 per annum (Level 08)

CENTRE : Eastern Cape

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

DUTIES : Implement the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Create and maintain project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Facilitate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Support the selection of suitable candidates and allocation of land. Compile the

database of all land allocation applications received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committees' consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Support land allocation within the district. Implement land acquisition and allocation project cycle. Implement land acquisition procedures within relevant policy and programme guidelines. Liaise with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Develop the land application system / database. Capture applications into the land application system / database. Compile project information report to relevant approval structures and departmental management.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post368@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/59 : **SENIOR PROJECT OFFICER: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/369**
Directorate: Joe Gqabi District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Eastern Cape
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management or related equivalent qualification. A valid driver's licence. Minimum of 2 years' relevant experience. Job related knowledge: Land Reform: Provision of Land and Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act, 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Computer literacy. Stakeholder relations. Facilitation / coordination and presentation. Financial management. Project management. Interpersonal relations. Willingness to travel.
DUTIES : Implement the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Create and maintain project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Facilitate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Support the selection of suitable candidates and allocation of land. Compile the database of all land allocation applications received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committees' consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Support land allocation within the district. Implement land acquisition and allocation project cycle. Implement land acquisition procedures within relevant policy and programme guidelines. Liaise with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Develop the land application system / database. Capture applications into the land application system / database. Compile project information report to relevant approval structures and departmental management.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post369@dlrrd.gov.za

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

POST 42/60 : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/1/1/1/2026/371**

SALARY : R413 001 per annum (Level 08)
CENTRE : Directorate: District Office: KwaZulu-Natal (Sarah Baartman / Nelson Mandela)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in property management. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial regulations of Public Finance Act. Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993. State Land Disposal Act of 1961. Any other relevant Law. Job related skills: Analytical. Communication (verbal and written). Planning and Organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and presentation. Willingness to travel.
DUTIES : Capture contracts on state land lease system. Add leases information on the Land Administration Web (LAW) system. Generate contracts. Upload approval documents. Facilitate the signing of lease and caretaker agreements. Finalise and facilitate signing of leases and caretaker agreements. Compile records of original contract and inspection reports. Develop lease schedule for all state properties. Conduct asset verification. Conduct inspection of state properties. Barcode assets. Secure, protect the state assets against vandalism. Monitor leases or caretaker performance and duties as contractually specified. Ensure proper usage and maintenance assets. Ensure compliance with caretaker and lease agreement. Provide support to the district. Implement requests for amendments to the immovable asset register. Verify and report on lease compliance and obligations. Process applications for amendments of lease agreements. Initiate and process surveying of DLRRD state land. Process land surveying on DLRRD controlled immovable assets. Identify assets for subdivision. Compile and process applications for subdivision.
ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post371@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured and White Females, and Persons with Disabilities.

POST 42/61 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/1/2026/380**
Directorate: Financial And Supply Chain Management Services
Note: This is a re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R413 001 per annum (Level 08)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years of experience in procurement administration / acquisition management / provisioning administration. Job related knowledge: The Constitution of the Republic of South Africa. Public Finance Management Act (PFMA). Treasury Regulations. Treasury Supply Chain and Management guidelines and practice notes. Knowledge of supply chain management with emphasis on procurement administration and Government and CIBD procurement policies. Knowledge of Transversal contracts and the PFMA, Treasury Regulations and relevant prescripts. Job related skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Analytical thinking. Teamwork. Working under pressure and meeting deadlines.
DUTIES : Facilitate demand management services. Conduct and analyse the market per commodity. Coordinate and review the procurement and demand management plan. Receive and check compliance of all procurement request from clients. Provide support in drafting specifications. Compile and update procurement and demand plan progress report. Implement the quotation process. Manage

sourcing of quotations amounting to R1 000 000.00 using the electronic departmental database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated registered service providers on the National Treasury supplier database. Arrange and facilitate BID specifications where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000.00. Coordinate documentation for approval. Coordinate appointment letters and update registers. Implement the Bidding process. Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Open bids and record on the relevant systems / websites. Prepare comparatives schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Compile and where necessary and check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretariat duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurement plan. Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare standard Bid document (SBD 7.1 and 7.2) for sign off.

ENQUIRIES : Mr MO Fakude Tel No: (013) 754 8074
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Mbombela, 1200 or by email to Post380@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.

POST 42/62 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/383**
Directorate: Organisational Development and Service Delivery Improvement

SALARY : R413 001 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. A valid driver's licence. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal relations. Organising and Planning. Communication (verbal and written). Analytical thinking. Problem solving ability. Financial management and report writing. Work under pressure. Teamwork and willingness to work extra hours.
DUTIES : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Mr P Moopelwa Tel No: (012) 312 9496
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post383@dlrrd.gov.za
NOTE : EE Targets: African, Coloured and Indian Males, and Coloured and Indian Females, and Persons with Disabilities.

POST 42/63 : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT SERVICES REF NO: 3/1/1/1/2026/391**
Directorate: Facilities Management Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management / Supply Chain Management / Bachelor's Degree in Property Management / Built Environment or related equivalent qualification. Minimum 2 years' experience in facilities and office management working environment. Job related knowledge: Knowledge of the Public Finance Management Act (PFMA). Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). National Building Regulations. Occupational Health and Safety Act. Government Immovable Asset Management Act (GIAMA). Job related skills: Computer literacy. Interpersonal relations. Organising and Planning. Communication (verbal and written). Analytical thinking. Problem solving. Financial management.
DUTIES : Administer the acquisition of additional, alternative, new and consolidated leased, state-owned and renewal of leased accommodation. Compile and verify needs assessment in terms of approved funded post establishment, apply space norms and standards and compile user specified accommodation schedule. Compile submissions to the delegated authority concerned for certification of needs assessment and user specified accommodation schedule. Submit certified needs assessment and user specified accommodation schedule to Department of Public Works and Infrastructure (DPWI) Pretoria Head Office UDM for the issuing of a procurement instruction. Conduct follows up with the DPWI Head Office UDM to ensure the preliminary / actual cost analysis schedule is received timeously. Submit preliminary / actual cost analysis schedule received from DPWI Head Office UDM to the Director: Facilities Management Services for certification and then submit back to DPWI Head Office UDM. Obtain copy of issued Procurement Instruction from DPWI Head Office UDM, place hard copy on case file and update the 'Procurement Instruction Register' (hard copy on file and electronic copy on Property Register vault). Obtain copy of the lease agreement issued from the concerned DPWI Regional Office, place hard copy on case file and update the database of copies of all lease agreements received from DPWI. Submit renewal list / memorandums on a quarterly basis to Provincial Shared Service Centre's (PSSCs) to confirm intention to renew, terminate or need for alternative / additional accommodation and conduct follow ups to ensure the confirmation is received timeously. Coordinate day-to-day maintenance for leased buildings. Update the following Registers on the Property Register Vault: Existing Leased Accommodation. DLRRD Procurement Instruction Register (PIs issued and in process to be issued). Provide inputs on the following templates for the User Immovable Asset Management Plan (UIAMP): Template 2A: Property (Leasing) Requirements. Template 2B: Property (State-owned): Cost of user charges. Template 4: Budget Requirements (Medium Term Expenditure Estimate). Conduct site meetings for the Department. Inspect premises identified by DPWI and invite all concerned DLRRD role-players (client Directorates, Information and communications technology (ICT), Security Services and Occupational Health and Safety Act (OHSA) officer). Co-ordinate and submit all Tenant Installations / refurbishment requirements to DPWI and conduct follow ups. Attend official site handover meeting regarding the acquisition of additional, alternative, new and consolidated leased and state-owned accommodation and submit Back to Office Report (BToR) to management on the outcome / findings and make recommendations. Conduct site inspections and condition surveys to existing DLRRD leased facilities to determine the overall condition of the building; the space utilisation rate of the building; the need for maintenance / refurbishment / reconfiguration; accommodation to be relinquished; etc. Verify accommodation occupied by or allocated to DLRRD and compile / update office space inventory register per

building / facilities. Verify and update the Departmental Immovable Property Asset Register / Database for leased and state-owned accommodation used by DLRRD for office accommodation, functional accommodation as well as residential accommodation. Administer payments of all DLRRD's municipal services accounts to service providers. Obtain / receive the billing invoice from the relevant municipality / service providers. Verify invoices (occupancy, account number, physical address and billing items). Capture the certified account / invoice on the manual property payments system. Complete a Sundry Payment Advice for each municipal account / invoice, attach all the source documents and submit them to the delegated authorities for verification, recommendation and approval. Forward approved Sundry Payment Advice to the directorates Internal Control and Financial Accounting for verification and payment on Basic Accounting System (BAS). Obtain payment stub / payment advice, compile the expenditure payment allocation and submit it to the relevant municipality / service provider. Administer payments for leased and state-owned accommodation to National Department of Public Works and Infrastructure (NDPWI). Verify invoices received from NDPWI and submit to the directorates Internal Control and Financial Accounting for processing. Verify and reconcile disputed properties, adjustment invoices and credit notes against the Property Payment Registers to ensure the non-payment of duplicating invoices. Maintain and update the Property Payment Monitoring System for use in expenditure processing and for audit purposes. Maintain and update an "actual lease" expenditure register wherein the actual lease tariffs of all existing leases are captured per financial year. Liaise and resolve disputed invoices with NDPWI via e-mail and signed letters for audit purposes. Attendance of meetings with NDPWI on property payment matters. Submit monthly reports on the "Effecting of Payments within 30 Days" as well as the Branch: Corporate Support Services (CSS) list of invoices received and paid. Prepare interim and annual financial statement input. Compile and submit inputs on accruals (operating leases, state-owned accommodation user charges and municipal services). Compile and submit inputs on the operating lease commitments for disclosure notes in the Annual Financial Statements (AFS) and the Interim Financial Statements (IFS). Compile and submit inputs on related parties (office accommodation and municipal services for the Deeds and the Office of the Valuer General) in the Annual Financial Statements (AFS) and the Interim Financial Statements (IFS). Update the Lease Renewal Register monthly and place on the Property Registers Vault. Render administrative and secretariat support service to the Departmental Accommodation, Parking and Residential Committee (DAPRC). Provide secretariat support to DAPRC as required including preparation of agenda and meeting documentation in consultation with the Chairperson. Produce and disseminate accurate minutes to meet participants to agreed standards and timeframes. Manage all administrative tasks including arranging venues, catering, equipment, etc.

ENQUIRIES : Ms H Rigaard Tel No: (012) 312 8647
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post391@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/64 : **LAND REFORM ADVISOR REF NO: 3/1/1/1/2026/389**
Directorate: Tenure Reform Implementation
(12 Month Contract)

SALARY : R413 001 per annum (Level 08), (Plus 37% in lieu of benefits)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in LLB / B-URIS or related equivalent qualification (NQF Level 7). Minimum of 2 years working experience in the Land Reform environment. A valid driver's licence. Job related knowledge: Knowledge of land reform policy, land law and other relevant acts and legislative prescript. Contract management. Knowledge of the Public Finance Management Act (PFMA). Understanding of all land reform programmes. Civil and commercial law and its application. Job related skills: Interpersonal relations. Planning and organising. Conflict management. Problem solving. Analytical thinking. Computer literacy. Report writing ability. Communication (verbal and written). Willingness to travel.

DUTIES	:	Referral of Labour Tenants cases to Court. Evaluate if the project is ready for referral. Engage Project Officers, Landowner and Labour Tenant applicants. Compile referral package for approval by the Director: Tenure Reform Implementation. Liaise with National Programme Manager: Labour Tenants / Deputy Director: Labour Tenants for further screening of referrals. Liaise with State Attorney and the appointed Attorney when referring cases to the Court. Assist in the provision of advice / review of sale agreements, land acquisition transactions and legal advice. Evaluate / advice on all the sale agreements. Evaluate all the land acquisition, donation, certification and disposal submissions before presentation at Provincial Technical Committee and Quality Assurance. Receiving legal instructions from internal clients and stakeholders. Conduct legal research to provide advice on the legal process and agreements. Analyse and formulate a legal opinion. Provide legal reports and submissions. Assist with the establishment of Legal Entities. Facilitate the establishment of legal entities. Conduct legal entity workshop. Draft Communal Property Association (CPA) Constitutions or Trust Deeds for land reform beneficiaries. Facilitation of adoption of the Constitutions / Trust Deeds and election of Committees / Trustees, Compile submissions for registration of the CPAs and or Trusts. Liaise with the Registrar's offices (High Court / CPI). Assist in the provision of litigation support for the Labour Tenants. Draft referrals. Issue notice of instruction to appoint State Attorney. Attend court and attend pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of Court orders. Assist with Promotion of Access to Information Act (PAIA) responses. Co-ordinate the PAIA request and response. Review PAIA responses from the districts before submission to the Chief Information Officer. Ensure adherence to the PAIA prescripts. Disseminate the requested information after approval by the Chief Information Officer.
ENQUIRIES	:	Ms PP Muchanga Tel No: (013) 754 8000
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Mbombela, 1200 or by email to Post389@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
POST 42/65	:	**SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/379 (X3 POSTS)** Directorate: Mapping Services
SALARY	:	R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
CENTRE	:	Western Cape (Mowbray)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical Thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Innovation.
DUTIES	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies

on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.

ENQUIRIES : Ms T Rambau Tel No: (021) 658 4300

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post379@dlrrd.gov.za

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

POST 42/66 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/356 (X2 POSTS)**
(12 Month Contract)
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)

CENTRE : KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms N Ziqubu Tel No: (033) 264 9500

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post356@dlrrd.gov.za

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

POST 42/67 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/357 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for

review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Mr N Jacquire Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post357@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/68 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/358 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : KwaZulu Natal (Vryheid)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES : Mr T Motumi Tel No: (033) 264 9580
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post358@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/69 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/359**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : KwaZulu-Natal (Ladysmith)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent

qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Mr T Motumi Tel No: (033) 264 9580

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post359@dlrrd.gov.za

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

POST 42/70 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/360 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)

CENTRE : KwaZulu-Natal (Port Shepstone)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms N Ziqubu Tel No: (033) 264 9500

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post360@dlrrd.gov.za

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

POST 42/71 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/361**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : KwaZulu Natal (Richards Bay)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES : Mr N Jacquire Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post361@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/72 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/362 (X1 POST)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Or Tambo / Alfred Nzo)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes.

Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post362@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and African, Coloured Indian and White Females, and Persons with Disabilities.

POST 42/73 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/363 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Amathole)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up on outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post363@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/74 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/364 (X1 POST)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Joe Gqabi)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs,

calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up on outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post364@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/75 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/365 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Sarah Baartman / Nelson Mandela Bay)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post365@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African; Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/76 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/366 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Chris Hani)

REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES	:	Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post366@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/77	:	**STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/367 (X2 POSTS)** (12 Month Contract) Directorate: Property Management
SALARY	:	R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE	:	Eastern Cape (East London)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES	:	Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post367@dlrrd.gov.za

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

POST 42/78 : **ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/374**
Directorate: Corporate Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulations Financial procedures. Treasury Regulations. Basic Accounting System (BAS). LOGIS system. Job related skills: Computer literacy. Interpersonal relations. Organising and planning. Communication (verbal and written). Analytical thinking. Problem solving and financial management.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with the Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Transport claims and other relates expenditure. Administer the procurements of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on–going assets. Allocate equipment to officials.

ENQUIRIES : Mr L Mahasha Tel No: (015) 495 1956
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to Post374@dlrrd.gov.za

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

POST 42/79 : **ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/375**
Directorate: Rural Infrastructure Development

SALARY : R338 106 per annum (Level 07)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulations Financial procedures. Treasury Regulations. Basic Accounting System (BAS). LOGIS system. Job related skills: Computer literacy. Interpersonal relations. Organising and planning. Communication (verbal and written). Analytical thinking. Problem solving and financial management.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with the Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities

		weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Transport claims and other relates expenditure. Administer the procurements of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on–going assets. Allocate equipment to officials.
ENQUIRIES	:	Mr L Mahasha Tel No: (015) 495 1956
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post375@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/80	:	**STATE ACCOUNTANT REF NO: 3/1/1/1/2026/388** Directorate: Financial And Supply Chain Management Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Limpopo (Polokwane)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Financial Management / Commerce / Economics / BCom Accounting or related equivalent qualifications. Minimum of 1 year relevant experience in management accounting environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial Regulations of the Public Finance Act. PERSAL, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing and problem solving.
DUTIES	:	Process BAS, PERSAL and LOGIS transactions. Check, verify payment and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture, or approve journals. Reconcile travel agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and Port Folio of Evidence (POEs) on financial reports (accruals and payables reports). Provide input on invoices paid within 30 days. Compile Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and report. Perform daily deposit confirmations.
ENQUIRIES	:	Ms MS Nkuna Tel No: (015) 495 1905
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post388@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/81	:	**PROJECT OFFICER: LABOUR TENANTS REF NO: 3/1/1/1/2026/394 (X5 POSTS)** (12 Month Contract) Directorate: Tenure Reform Implementation
SALARY	:	R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE	:	Mpumalanga (Ehlanzeni)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the fields of Law / Social Science / Development Studies (NQF Level 6) or related equivalent qualifications. Minimum of 1 year experience in the relevant field. A valid driver's licence. Job related knowledge: Knowledge of land reform policy, land law and other relevant acts and legislative prescript. Contract Management. Knowledge of the Public Finance Management Act (PFMA). Understanding of all land reform programmes. Civil and commercial law and its application. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Computer literacy. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hour. Willingness to relocate if require to do so as a result of operational requirements of the employer.
DUTIES	:	Prepare and issue notices of labour tenants' applications to affected landowners. Trace / locate applicants, property and conduct an in loco inspection. Conduct research on the claim / application and compile land rights enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geospatial Information (NGI) to get Aerial photographs of the property. Prepare section (17)(2) notices for the acquisition of land and servitudes are served to the landowners and or person in charge. Prepare gazette notice in terms of section 17(2)(c) of the Land Reform (Labour Tenants) Act, 3 of 1996. Process labour tenants' applications (receive and respond to responses from affected landowners and other stakeholders). Prepare the project at Provincial Projects Approval Committee (PPAC) meeting. Include the project at Demand Management Plan (DMP) and Procurement Plan (PP). Ensure registration of project on Basic Accounting System (BAS). Conducting land rights enquiries. Compile Terms of Reference (TOR's) and memorandums for subdivision, valuation and conveyancing. Compile submissions of projects for approval by approving structures. Provide monthly progress report on each applications allocated. Upload and update projects on Result Management Office (RMO) system. Respond to enquiries from Walk in clients, landowners and other stakeholders. Administer information for referral where there are no agreements. Filling of documents in registry according to Records Management Plan of the Department. Negotiate the settlement of labour tenant applicants. Arrange meetings with the landowners or people in charge to discussion of the resolutions of claims through agreement in terms of section 18 of the Act. Prepare offers for approval and send them to landowners. Facilitate the settlement agreement. Settle labour tenants' applications. Prepare the submission for land acquisition, donation, and certification. Prepare submissions for concurrence approval by Treasury for disposal project. Ensure compliance towards the Deed of donation to avoid any deviation from original settlement agreement for donation project. Ensure that the applications signs waiver rights agreement for certification. Ensure that all relevant documents are submitted to the Land Rights Officer (LRO) for referrals. Ensure submission of all relevant documents to enable the transfer of the project. Facilitate establishment and registration of legal entities if any. Facilitate the implementation of post settlement support development if any.
ENQUIRIES	:	Ms PS Gininda Tel No: (013) 754 8027
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post394@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/82	:	**PROJECT OFFICER: LABOUR TENANTS REF NO: 3/1/1/1/2026/395 (X4 POSTS)** (12 Month Contract) Directorate: Tenure Reform Implementation
SALARY	:	R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)

CENTRE : Mpumalanga (Nkangala)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the fields of Law / Social Science / Development Studies (NQF Level 6) or related equivalent qualifications. Minimum of 1 year experience in the relevant field. A valid driver's licence. Job related knowledge: Knowledge of land reform policy, land law and other relevant acts and legislative prescript. Contract Management. Knowledge of the Public Finance Management Act (PFMA). Understanding of all land reform programmes. Civil and commercial law and its application. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Computer literacy. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hour. Willingness to relocate if require to do so as a result of operational requirements of the employer.

DUTIES : Prepare and issue notices of labour tenants' applications to affected landowners. Trace / locate applicants, property and conduct an in loco inspection. Conduct research on the claim / application and compile land rights enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geospatial Information (NGI) to get Aerial photographs of the property. Prepare section (17)(2) notices for the acquisition of land and servitudes are served to the landowners and or person in charge. Prepare gazette notice in terms of section 17(2)(c) of the Land Reform (Labour Tenants) Act, 3 of 1996. Process labour tenants' applications (receive and respond to responses from affected landowners and other stakeholders). Prepare the project at Provincial Projects Approval Committee (PPAC) meeting. Include the project at Demand Management Plan (DMP) and Procurement Plan (PP). Ensure registration of project on Basic Accounting System (BAS). Conducting land rights enquiries. Compile Terms of Reference (TOR's) and memorandums for subdivision, valuation and conveyancing. Compile submissions of projects for approval by approving structures. Provide monthly progress report on each applications allocated. Upload and update projects on Result Management Office (RMO) system. Respond to enquiries from Walk in clients, landowners and other stakeholders. Administer information for referral where there are no agreements. Filling of documents in registry according to Records Management Plan of the Department. Negotiate the settlement of labour tenant applicants. Arrange meetings with the landowners or people in charge to discussion of the resolutions of claims through agreement in terms of section 18 of the Act. Prepare offers for approval and send them to landowners. Facilitate the settlement agreement. Settle labour tenants' applications. Prepare the submission for land acquisition, donation, and certification. Prepare submissions for concurrence approval by Treasury for disposal project. Ensure compliance towards the Deed of donation to avoid any deviation from original settlement agreement for donation project. Ensure that the applications signs waiver rights agreement for certification. Ensure that all relevant documents are submitted to the Land Rights Officer (LRO) for referrals. Ensure submission of all relevant documents to enable the transfer of the project. Facilitate establishment and registration of legal entities if any. Facilitate the implementation of post settlement support development if any.

ENQUIRIES : Ms PS Gininda Tel No: (013) 754 8027

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post395@dlrrd.gov.za

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

POST 42/83 : **PROJECT OFFICER: LABOUR TENANTS REF NO: 3/1/1/1/2026/396 (X6 POSTS)**
(12 Month Contract)
Directorate: Tenure Reform Implementation

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)

CENTRE : Mpumalanga (Gert Sibande)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the fields of Law / Social Science / Development Studies (NQF Level 6) or related equivalent qualifications. Minimum of 1 year experience in the relevant field. A valid driver's licence. Job related knowledge: Knowledge of land reform policy, land law and other

relevant acts and legislative prescript. Contract Management. Knowledge of the Public Finance Management Act (PFMA). Understanding of all land reform programmes. Civil and commercial law and its application. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Computer literacy. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hour. Willingness to relocate if require to do so as a result of operational requirements of the employer.

DUTIES : Prepare and issue notices of labour tenants' applications to affected landowners. Trace / locate applicants, property and conduct an in loco inspection. Conduct research on the claim / application and compile land rights enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geospatial Information (NGI) to get Aerial photographs of the property. Prepare section (17)(2) notices for the acquisition of land and servitudes are served to the landowners and or person in charge. Prepare gazette notice in terms of section 17(2)(c) of the Land Reform (Labour Tenants) Act, 3 of 1996. Process labour tenants' applications (receive and respond to responses from affected landowners and other stakeholders). Prepare the project at Provincial Projects Approval Committee (PPAC) meeting. Include the project at Demand Management Plan (DMP) and Procurement Plan (PP). Ensure registration of project on Basic Accounting System (BAS). Conducting land rights enquiries. Compile Terms of Reference (TOR's) and memorandums for subdivision, valuation and conveyancing. Compile submissions of projects for approval by approving structures. Provide monthly progress report on each applications allocated. Upload and update projects on Result Management Office (RMO) system. Respond to enquiries from Walk in clients, landowners and other stakeholders. Administer information for referral where there are no agreements. Filling of documents in registry according to Records Management Plan of the Department. Negotiate the settlement of labour tenant applicants. Arrange meetings with the landowners or people in charge to discussion of the resolutions of claims through agreement in terms of section 18 of the Act. Prepare offers for approval and send them to landowners. Facilitate the settlement agreement. Settle labour tenants' applications. Prepare the submission for land acquisition, donation, and certification. Prepare submissions for concurrence approval by Treasury for disposal project. Ensure compliance towards the Deed of donation to avoid any deviation from original settlement agreement for donation project. Ensure that the applications signs waiver rights agreement for certification. Ensure that all relevant documents are submitted to the Land Rights Officer (LRO) for referrals. Ensure submission of all relevant documents to enable the transfer of the project. Facilitate establishment and registration of legal entities if any. Facilitate the implementation of post settlement support development if any.

ENQUIRIES : Ms PS Gininda Tel No: (013) 754 8027

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post396@dlrrd.gov.za

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

POST 42/84 : **SENIOR AUXILIARY SERVICES OFFICER REF NO: 3/1/1/1/2026/386**
Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R280 278 per annum (Level 06)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or related equivalent qualification. Minimum of 1 year experience in the cadastral information system. Job related knowledge: A thorough knowledge of existing Cadastral Information System. Knowledge of the functioning of Surveyor General's Office. Computer Literacy in a Cadastral Survey environment. Job related skills: Computer literacy. Archiving ability. Good interpersonal relations. Organisational and supervisory ability.

DUTIES : Provide support services to technical and professional staff. Assist in retrieval and filing of documents. Report any errors in or damage of documents, assist in the rectification process thereof. Report any errors in digital records, assist in the rectification process thereof. Provide basic administrative support to the section, e.g stores inventory, asset management, section notices. Assist in printing, copying and scanning documents. Provide support in the training

process of junior and new staff members. Supply maps and photographs to internal and external clients. Supply topographical information such as maps and orthophotos to clients over the counter or by post. Provide cadastral documents and related information in hard copies and digital format. Provide hard copies of diagrams, General Plans, Compilation Plans, Survey Records and Sectional Plans. Provide digital copies of diagrams, General Plans, Compilation Plans, Survey Records and Sectional Plans. Complete a proforma invoice for the collection of revenue. Check payment before releasing information. Provide property description updates to clients.

ENQUIRIES : Mr BM Mthombeni Tel No: (012) 337 3629

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post386@dlrrd.gov.za

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

POST 42/85 : **LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/384**
Directorate: Legal Support

SALARY : R262 968 – R1 155 777 per annum, (The salary will be determined in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and an LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. **MR 1:** LLB Degree or equivalent. **MR 2:** LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. **MR 3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. **MR 4:** LLB Degree or equivalent plus a minimum of 8-year post qualification experience in the legal profession. **MR 5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. A valid driver's licence. Job related knowledge: Knowledge of SA law. Job related skills: Ability to interpret the law. Ability to research the law. Writing ability. Ability to present. Client relations. Communication (verbal and written). Computer literacy. Teamwork. Ability to work under pressure as well as willingness to work irregular hours.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts, such as counsel, who may be briefed to draft or vet contracts. Periodically review standard contracts. Draft or vet other legal documents such as affidavits, delegations and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during the drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisers, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to the client. Ensure that the applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the process of requests. Monitor that the DIO or line functionary attends to the requests and finalises them within the prescribed timeframes. Keep a register of all received and outcomes thereof.

ENQUIRIES : Mr G.C Mashilo Tel No: (012) 312 9651

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post384@dlrrd.gov.za

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

POST 42/86 : **SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/372**
Directorate: Financial and Supply Chain Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.
DUTIES : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
ENQUIRIES : Ms M Nkuna Tel No: (015) 495 1905
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post372@dlrrd.gov.za
NOTE : EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/87 : **SECRETARY REF NO: 3/1/1/1/2026/373**
Directorate: Financial and Supply Chain Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
DUTIES : Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.

ENQUIRIES	:	Ms M Nkuna Tel No: (015) 495 1905
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post373@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/88	:	**REGISTRY CLERK REF NO: 3/1/1/1/2026/376** Directorate: Document Security Compliance and OHS
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.
DUTIES	:	Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving an/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES	:	Ms K Rathokolo Tel No: (012) 312 8567
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post376@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/89	:	**ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/382** Directorate: Organisational Development and Service Delivery Improvement
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Ability to work within a team.
DUTIES	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES	:	Mr LI Tjale Tel No: (012) 312 9498
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post382@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
POST 42/90	:	**ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/387** Directorate: Property Improvement
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	North West (Mmabatho)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Ability to work within a team.
DUTIES	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filling system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES	:	Ms N Duiker Tel No: (018) 388 7108
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post387@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

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 and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants 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 : Applications can be submitted using the link provided, should you submit your application and CVs to the incorrect link it will be regarded as lost and will not be considered.

CLOSING DATE : 04 December 2026

NOTE : 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). NB: Applicants are required to complete all the required sections once they access the link and submit Z83 and CV through the email address provided. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All appointments are subject to personnel suitability checks such as citizenship verification, financial records check, criminal record checks, reference checks and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. All successful candidates will be required to enter into a performance agreement within three (3) months of appointment and to undergo a security clearance within three (3) months of appointment and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment to the SMS posts. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme.

MANAGEMENT ECHELON

POST 42/91 : **DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: NSG 21/2026**
Job Purpose: To manage and provide effective communication, marketing, media, public relations, public participation and events management in fulfilling the National School of Government mandate.

SALARY : R1 317 384 per annum (Level 13), all-inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : A minimum bachelor's degree or equivalent (NQF level 7) in communications, marketing, public relations, journalism or a related field. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years' experience at a middle/senior

managerial level in a communication or marketing environment. Knowledge: Knowledge in developing communication strategies tailored to different target audiences, platforms, and goals. Knowledge of branding principles, including creating a unique brand identity, developing a brand positioning strategy, and maintaining brand consistency. Understanding different advertising and communication channels, strategies, and tactic. Knowledge of online marketing channels such as social media, email marketing, search engine optimisation (SEO), pay-per-click advertising, and analytics tools. Understanding media relations management, social media platforms, their algorithms, engagement strategies, and tools for scheduling and monitoring. Basic design knowledge to create visually appealing and effective marketing materials. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Develop effective communication and marketing strategies and tactics to communicate and market the NSG brand and programmes. Manage and ensure proficient media and external stakeholder engagement. Create and disseminate messages that convey the NSG's values, mission, and strategic goals to internal and external audiences. Build relationships with media outlets to secure positive coverage and promote the NSG's activities and education, training and development programmes and offerings. Manage social media platforms to interact with clients, share updates, and address inquiries, fostering engagement and building a community. Produce engaging content such as articles, blog posts, videos, and social media posts to connect with the target audience and provide value. Lead the development of a unique brand identity and positioning in the market for the NSG (creating logos, taglines, and brand messaging that resonate with the target audience). Lead the design and execution of promotional campaigns including exhibitions to generate awareness and interest in the products and services of the NSG. Manage website content, public liaison, international communication strategies, plans and programmes. Participate in relevant internal NSG governance structures to be up to date with upcoming events. Participate in the national public liaison forums such as Government Communication and Information System (GCIS) structures and also engage with GCIS to utilize government platforms effectively. Manage the resources (people, finance, systems, assets) allocated within the directorate. Manage a team of employees and service providers who are expected to accomplish assigned duties efficiently, effectively, and competently and to strive for improvement and excellence in all work performed.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Apply Using This Link: APPLICATION FOR EMPLOYMENT D: COMMUNICATIONS & MARKETING, REF NO: NSG: 21/2026. – Fill out form

OTHER POSTS

POST 42/92 : **DEPUTY DIRECTOR: CURRICULUM DEVELOPMENT REF NO: NSG 22/2026**

SALARY : R932 292 per annum (Level 11), an inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : A recognised Bachelor's Degree or equivalent (NQF level 7) in Education, Training and Development, Instructional Design, Educational Technology, Curriculum Design and Development, Digital Learning, or a related field. Registration with a relevant professional body. Experience: A minimum of three (3) to five (5) years' of experience in curriculum development, instructional design, eLearning development, capacity development, education and training, digital learning, or a related field, of which three (3) years must be at the supervisory or equivalent level. A certificate in any online, blended, and technology-enabled learning programmes will be an added advantage. Knowledge: Knowledge of and experience in instructional methodologies and facilitation for online, virtual, and face-to-face modes of delivery. Knowledge of the public sector landscape and capacity building needs. Knowledge of instructional design principles, adult learning theories, curriculum architecture, and digital pedagogy. Knowledge of eLearning authoring tools, multimedia learning development, Learning Management Systems (LMS), and virtual learning technologies. Knowledge of online and virtual facilitation methodologies, learner engagement strategies, assessment design, and digital accessibility standards. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation. Knowledge of

professional bodies and regulatory body requirement. Excellent organising and planning skills, computer literacy in Microsoft Office Suite, and digital skills. eLearning content development and digital learning design skills. Learning technology integration and virtual facilitation skills. Multimedia scripting, storyboard development, and online assessment design skills. Data analysis and learning analytics interpretation skills. Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Coordinate the conceptualisation, design, development, review, and updating of curriculum and learning programmes aligned to public sector capacity development needs. Develop and maintain curriculum development plans, project schedules, concept notes, business cases, and related implementation documentation. Conduct research, policy analysis, and benchmarking to inform the relevance, quality, and continuous improvement of curricula and learning programmes. Integrate innovative, African-centered, transformational, and participatory approaches into curriculum design and learning content. Coordinate the development and integration of face-to-face, blended, online, and digital learning solutions, including relevant instructional design methodologies and technologies. Ensure curriculum, learning materials, and digital content are learner-centered, accessible, outcomes-based, and aligned with applicable quality and instructional design standards. Coordinate curriculum quality assurance, programme evaluation, and moderation processes to ensure the quality and credibility of learning programmes. Establish and maintain effective partnerships with internal business units, government departments, higher education institutions, and relevant external stakeholders. Facilitate stakeholder consultations, reference group engagements, and project meetings to strengthen curriculum development and implementation. Develop procurement specifications, terms of reference, and related documentation for the appointment of curriculum development service providers. Coordinate the sourcing, appointment, and performance management of curriculum development service providers in accordance with quality and contractual requirements. Facilitate governance and management processes by presenting curriculum proposals, quality findings, stakeholder inputs, and improvement recommendations for consideration and approval. Coordinate the piloting, testing, and implementation of curriculum programmes to ensure their readiness, relevance, and fitness for purpose. Coordinate the implementation of online, blended, and technology-enabled learning programmes in collaboration with relevant digital learning and operational teams. Monitor curriculum development projects, implementation milestones, service delivery targets, budgets, and timelines to ensure effective delivery programme. Compile and present periodic and ad hoc reports on curriculum development activities, programme performance, implementation progress, and operational matters. Maintain accurate curriculum records, programme databases, and support documentation in accordance with governance, information management, and audit requirements. Monitor learner engagement, programme outcomes, and implementation feedback to identify operational improvements and support the continuous enhancement of learning programmes. Establish and maintain collaborative relationships with internal business units and external stakeholders to support Curriculum Development. Facilitate integrated planning and collaboration across business units to develop and implement curriculum development tools and frameworks. Participate in and support strategic partnerships with higher education institutions and other organisations to implement joint initiatives. Represent the organisation in relevant internal and external forums to strengthen collaboration and promote best practices. Identify and leverage partnership opportunities to enhance programme quality, innovation, and institutional impact. Manage the resources (people, finance, systems, assets) allocated within the directorate.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Apply Using This Link: APPLICATION FOR EMPLOYMENT DD: CURRICULUM DEVELOPMENT, REF NO: NSG: 22/2026. – Fill out form

POST 42/93 : **DEPUTY DIRECTOR: EDUCATION TRAINING & DEVELOPMENT (ETD) TRAINER PROFESSIONALISATION REF NO: NSG 23/2026**

SALARY : R932 292 per annum (Level 11), an inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : A recognised Bachelor's Degree or equivalent (NQF level 7) in the field of Education, Training, Human Resource Development, or a related field. Registration with a relevant professional body. Experience: A minimum of Five (5) years' experience, of which (3) years must be at supervisory/ managerial level in curriculum development, systems management, instructional design, education, or capacity development or related field. Knowledge In-depth knowledge of and experience in instructional methodologies and facilitation for online, virtual, face-to-face modes of delivery and adult learning principles. In-depth knowledge of the public sector landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation. Knowledge of professional bodies and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practice and cutting-edge ETD methodologies. Batho Pele principles. Proposal and report writing skills. Excellent organising and planning skills, computer literacy in Microsoft Office Suite, and digital skills.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Manage the implementation of the Education, Training and Development (ETD) Practitioner policy and the ETD Practitioner Professionalisation Framework for the NSG. Develop and implement norms and standards for ETD practitioner curriculum and professional development. Ensure that appropriate strategies and learning areas for ETD Practitioner professionalisation are cutting-edge and relevant. Serve in project teams for ETD Practitioner professionalisation interventions. Review and make recommendations for the update of existing learning material to ensure relevance and being current. Develop and improve an integrated ETD Practitioner Performance Management framework aligned to NSG objectives and quality standards. Establish and maintain facilitator performance, competency, service, and measurement standards for internal and contracted practitioners. Facilitate ETD Practitioner professional development interventions. Monitor facilitator performance, covering facilitation effectiveness, professional conduct, curriculum delivery, and learner satisfaction. Implement quality assurance mechanisms to standardise facilitation across programmes and delivery modes. Analyse performance and stakeholder feedback to identify trends, development needs and risks. Manage facilitator performance reporting, dashboards, and compliance with accreditation, professional body, and CPD requirements. Provide coaching, mentoring, and advisory support to improve facilitation, assessment, and moderation practices. Implement practitioner development pathways and capacity-building initiatives aligned to professionalisation requirements. Conduct practitioner performance and capability assessments to identify development needs and gaps. Implement development and remedial interventions to address practitioner performance and capability gaps. Analyse quality findings and monitor corrective actions to improve practitioner performance. Maintain approved facilitation methodologies, tools, and resources to promote consistency and continuous improvement. Establish and maintain collaborative relationships with internal business units and external stakeholders to support ETD practitioner development. Facilitate integrated planning and collaboration across business units to develop and implement ETD practitioner assessment tools and frameworks. Participate in and support strategic partnerships with higher education institutions and other organisations to implement joint initiatives. Represent the organisation in relevant internal and external forums to strengthen collaboration and promote best practices. Identify and leverage partnership opportunities to enhance programme quality, innovation, and institutional impact. Manage the resources (people, finance, systems, assets) allocated within the directorate. Travel extensively and work extended hours when required.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Apply Using This Link: APPLICATION FOR EMPLOYMENT DD: EDUCATION, TRAINING & DEVELOPMENT TRAIN, REF NNSG: 23/2026. – Fill out form

POST 42/94 : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT & SPECIALISED PROGRAMME- (PROVINCIAL GOVERNMENT & LEGISLATURES) REF NO: NSG 24/2026**

SALARY : R932 292 per annum (Level 11), an inclusive remuneration package

CENTRE : Pretoria.

REQUIREMENTS : A recognised Bachelor's degree or equivalent (NQF level 7) in Public Administration, Public Management, Public Affairs, Marketing or related field in stakeholder relations management and business development. Registration

with a relevant professional body will be an advantage. Experience: A minimum of Five (5) years' experience in a public affairs, stakeholder relations, intergovernmental relations, marketing, business development or related field of which (3) years must be at supervisory Assistant Director or equivalent level. Knowledge: Knowledge of various applicable legislative frameworks, including but not limited to the Public Service Act, Public Administration Management Act, Public/Municipal Finance Management Acts, National Qualifications Framework, Higher Education and Training Act, and Further Education and Training Act. Good theoretical and practical knowledge of the education, training, and development environment, in particular business development. Knowledge of professional bodies and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Strategy development, analysis and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the

DUTIES : The incumbent will be responsible for the following Key Results Areas: Manage and implement business development strategies to source training partnerships for the NSG in Provincial Government and Legislatures, in alignment with the NSG strategy. Support new and existing business development initiatives with public and private sectors for the co-creation and facilitation of Education Training and Development (ETDs) interventions in line with the NSG strategic vision, government priorities and citizen needs. Undertake research to analyse strategic and policy documents, statutory reports and other mechanisms that provide market intelligence and diagnostic information to inform demand for new training product/ business development. Support marketing and visibility of NSG products and services in Provincial Government and Legislatures (advocacy programmes) as well as in piloting new products. Serve in integrated project teams in collaboration with other business units to determine ETD interventions. Provide inputs and recommendations for new and existing learning material. Support the initiation and conclusion of memoranda of understanding or agreements (MoUs or MoAs) with identified clients and partners. Implement project plans to manage signed MoUs/ MoAs in liaison with internal business units. Monitor ETD delivery and performance against signed MoUs/ MoAs, as well as post-delivery support. Undertake collaborative review and feedback sessions with clients and stakeholders. Support client loyalty and NSG brand through client support and liaison. Incubate and implement innovative and specialised programmes towards attracting new clients and building long-term relationships. Lead/Serve in integrated project teams in collaboration with other business units to implement specialised programmes. Support domestic and global partnerships with Higher Education Institutions (HEIs) and other public sector institutions to undertake joint specialised programmes. Provide support to curriculum formulation and content, including the identification of platforms and partners. Support opportunities towards increased market share in Provincial Government and Legislatures to boost training uptake numbers and revenue generated. Participate in networks and multi-sector relationships that serve the interests of the NSG. Support other public sector institutions through partnerships in building capacity. Participate in relevant internal business development committee structures. Participate in strategic external and internal forums including NSG-led forums. Participate in capacity building interventions, including facilitation of ETD interventions, publications and presentation of papers. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108

APPLICATIONS : Apply Using This Link: DEPUTY DIRECTOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMME-(P & L REF NSG 24/2026)

POST 42/95 : **ASSISTANT DIRECTOR: WORKPLACE MANAGEMENT REF NO: NSG 25/2026**

SALARY : R487 197 per annum (Level 09), plus competitive benefits cost to company.

CENTRE : Pretoria.

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and recognised National Diploma / Bachelor's Degree or equivalent (NQF level 6) in Facilities Management, Built Environment, Engineering, Property Management, Safety

Management, Environmental Management, or a building related field. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. The job holder will be required to undertake functions that may be occasionally physically demanding, hazardous to health and potential danger. Experience: Three (3) years relevant experience, of which 2 years is at supervisory/management level. Proven experience in Property / Facilities / Accommodation Management Knowledge: In-depth theoretical and practical knowledge of workplace environment management and occupational health and safety. Theoretical and practical knowledge of disaster management (pandemics, natural disasters) Implement policies, protocols, norms, standards, procedures, strategies for facilities management. Implement accommodation plans in line with Government Immovable Asset Management Act (GIAMA). In depth understanding space norms and standards inclusive but not limited to: Preparation and allocation of office accommodation, allocation of office furniture, equipment, appliances and related resources, coordination of parking allocation and audits, supervise replacement, maintenance & movement of office furniture, equipment, and appliances and liaising with DPWI and landlords on leasing matters. In-depth theoretical and practical knowledge of project and contracts management. New developments around the workplace environment management and occupational health and safety. Various applicable legislative frameworks.

DUTIES : Allocate and manage space within facilities to meet the NSG's needs by ensuring that office layouts, seating arrangements, and optimizing space usage is achieved. Ensure the safety and security of occupants and assets by implementing security measures, fire safety protocols, and emergency response plans. monitor and control energy consumption to reduce costs and environmental impact. Implement sustainability initiatives to reduce the NSG's environmental footprint, such as waste reduction and recycling programs. Ensure that facilities adhere to local, state, and federal regulations and standards related to safety, accessibility, and environmental compliance. Develop and implement plans for the NSG to respond to emergencies, natural disasters, and other crises that could affect the facility and its occupants. Keep track of all physical assets, their condition, and their lifecycle. Ensure that facilities are accessible and inclusive for all individuals, including those with disabilities. Ensure that contracts are signed and executed in accordance with legal and procedural requirements. Establish a secure and organized system for storing and managing contract documents, making them readily accessible when needed. Monitor and enforce contract compliance to ensure that all parties fulfill their obligations as specified in the agreement. Identify potential risks associated with contracts and develop strategies to mitigate them. Track the performance throughout the contract's duration, ensuring that milestones and deliverables are met on time and within budget. Handle requests for contract changes, amendments, or extensions and ensure they are documented and executed in compliance with contract terms. Keep track of financial aspects of contracts, including payments, invoices, and penalties, to ensure financial obligations are met. Identify and assess workplace hazards, including physical, chemical, biological, ergonomic, and psychosocial factors that may pose risks to employee health and safety. Ensure compliance with local, national, and international OHS regulations and standards. Assist in the development and implementation comprehensive OHS policies and procedures that outline the NSG's commitment to safety, as well as specific guidelines for managing risks and ensuring employee well-being. Conduct regular inspections and audits of the workplace to identify and correct safety deficiencies and ensure ongoing compliance with safety protocols. Ensure that appropriate safety equipment and PPE are available and used by employees as needed to mitigate workplace risks. Maintain accurate records of safety-related incidents, training, inspections, and audits. Manage access control of the building. Manage visitor systems track and control access for non-employees into the building. Ensure that closed-circuit television (CCTV) cameras and video monitoring systems are used to observe and record activities in and around the facility. Establish and enforce security policies and procedures to ensure that security measures are consistently applied and that employees are aware of their responsibilities. Supervise the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Apply Using This Link: ASSISTANT DIRECTOR: WORKPLACE MANAGEMENT, REF NO: NSG 25/2026

POST 42/96	:	**CONTACT CENTRE AGENT REF NO: NSG 26/2026 (X3 POSTS)**
SALARY	:	R280 027 per annum (Level 06), plus competitive benefits cost to company.
CENTRE	:	Pretoria
REQUIREMENTS	:	A tertiary qualification at (NQF level 6) in Contact/Call Centre Management, Business Administration, Public Management, Public Administration or related qualification. Knowledge: Good knowledge of client relations (how to engage and relate to clients). Understanding of the Public Sector. Computer literacy (MS Office Suite, call logging and Training Management Systems). Reasonable expertise in the field of contact center operations. Batho Pele principles. Competencies/Skills: Good verbal and written communication skills. Proficient in relevant computer applications. Excellent interpersonal skills. Problem solving skills. Time management skills. Ability to work efficiently and effectively at all times. Questioning and listening skills to support telephone communication
DUTIES	:	Provide contact centre services through receipt of telephones calls, emails and faxes. Respond to all incoming communication and enquiries within stipulated timeframes and service standards. Provide professional and effective telephone services to handle tasks like call transfers, taking messages, callback, call hold, interruptions and unintentional disconnections. Use the most appropriate way and proper telephone etiquette to communicate with different behaviour types on the telephone. Undertake follow-up with clients where necessary. Capture and record all contact centre interactions for reporting purposes. Furnishing of Standard Binding Documents (SBD) and Request for Quotation (RFQ) forms. Maintain up-to date knowledge of NSG products and new developments such as webinars, international programmes. Participate in product knowledge training sessions. Liaise with relevant officials to gather information on products. Promote product awareness to public sector organizations (national government, provincial government, local government and state-owned entities). Undertake requests by clients for quotations and bookings. Request the authorization of quotations and confirm bookings according to set time frames and in compliance with the standard prescripts. Create files and forward to management within the prescribed time frames. Prepare files for ETD events and link to calendar IDs on the Training Management System. Investigate clients' complaints and resolve by providing regular feedback. Identify and escalate priority issues. Attend client requests (telephone, fax, email, walk- ins and referrals) and ensure enquiries logged are resolved within three working days. Capture learner requirements on Education and Training Quality Assurance (ETQA) system and ensure accurate completion of applications, including the required supporting documents. Provide guidance and recommendations to learners or prospective candidates and provide feedback on their application. Generate quotations according to the required norms and standards. Process invoice requests and submit for processing. Create files for confirmed courses and generate calendar ID and link to the relevant course event. Add course venue on the Training Management System by capturing client details. Maintain the NSG training calendar. Capture the list of leaners on the enrolment system as provided by the client before commencement of the course.
ENQUIRIES	:	Ms. Nthabiseng Fuma Tel No: (012) 441 6011
APPLICATIONS	:	Apply Using This Link: APPLICATION FOR EMPLOYMENT CONTACT CENTRE AGENT X3 : NSG 26/2026) – Fill out form
POST 42/97	:	**ADMINISTRATOR: ETD SUPPORT: CADET AND FOUNDATIONAL MANAGEMENT REF NO: NSG 27/2026 (X3 POSTS)**
SALARY	:	R237 437 per annum (Level 05), plus competitive benefits cost to company.
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 certificate. No work experience necessary for this post. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Knowledge of procedures related to information and records management. Basic knowledge of finance and supply chain management. Virtual meetings (organize, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures. Office administration. Document management. Batho Pele principles. Good oral and written communication skills.
DUTIES	:	Provide administrative support in determining capacity development needs for Cadet and Foundational programmes (including stakeholder meetings).

Provide administrative support in project teams for new capacity development interventions. Collate and disseminate all materials (documents) for meetings about the engagements with internal and external stakeholders. Liaise with clients (individuals and institutions) to identify capacity development needs and participate in pilot interventions. Coordinate and implement appropriate systems for the directorate that align with departmental policies and SOPs. Provide administrative support in reviewing and updating curriculum content, including customising content. Conduct elementary research as required to support capacity development content and enablement. Provide information to support product knowledge and awareness within the NSG for example to the Contact Centre. Support implementation of annual calendar of delivery schedules to ensure uptake of the Cadet and Youth Development programmes. Provide administrative support towards programme and project monitoring. Manage filing of documents in line with the departmental records management policy and filing system, as well as electronic document management. Liaise with Technical Support for logistics (learning material, venue, travel and facilitators). Manage logistical arrangements for all meetings, including venue, catering, and equipment. Draft letters, memoranda, reports, and submissions as may be required. Follow up on assessment and certification, including timely issuing of certificates. Monitor the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Support the case file management (correctness and timely capturing on the TMS) and data management. Respond to learner and client queries, requests and complaints. Support the compilation of monthly reports on quality and performance. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Support travel and accommodation arrangements as required. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation.

ENQUIRIES : Christopher Chokwe Tel No: (012) 441 6133
APPLICATIONS : Apply Online Via This Link**:** APPLICATION FOR EMPLOYMENT ADMINISTRATOR: ETD SUPPORT X3 : NSG 27/2026) – Fill out form

POST 42/98 : **REGISTRY CLERK: WORLPLACE ENVIRONMENT MANAGEMENT, REF NO: NSG 28/2026**

SALARY : R237 453 per annum (Level 05), plus competitive benefits cost to company).
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate. No work experience required for this post. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Knowledge of procedures related to information and records management, basic knowledge of finance and supply chain management, and hosting of virtual meetings will be an added advantage. 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. Required to work extended hours and travel, as and when required.
DUTIES : Attend to walk-in clients and official visitors. Handle telephonic, and in-person enquiries. Receive and register hand-delivered mail and files. Provide first-line support and escalate technical issues to ICT or service providers (Helpdesk). Receive all departmental mail. Sort, register and dispatch correspondence timeously. Ensure delivery and acknowledgment of notices and official documents. Maintain registers for incoming and outgoing mail. Monitor system usage and report non-compliance or irregularities to Records Manager. Open and close files according to the approved classification system. File, trace and retrieve documents (manual and electronic). Maintain index cards and ensure files are properly referenced. Ensure compliance with records management prescripts (National Archives). Assist in digitisation processes, including scanning, indexing, and archiving. Operate franking machine and maintain franking register. Frank and dispatch post according to standards. Conduct spot checks to prevent misuse of mail system. Maintain remittance register and track valuable articles. Hand over remittances to Finance and return incorrect items via registered post. Electronically scan and archive files in line with file plan. Sort and package records for offsite storage or disposal. Maintain archived records register. Submit lists of documents for archiving to supervisor. Comply with NSG and National Archives disposal directives. Support file plan implementation and adherence across all Branches.

ENQUIRIES	:	Ms Nthabiseng Fuma Tel No: (012) 441-6011
APPLICATIONS	:	Apply Using This Link: REGISTRY CLERK: WORLPLACE ENVIRONMENT MANAGEMENT, REF NO: NSG 28/2026 – Fill out form
POST 42/99	:	**ADMINISTRATOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMMES REF NO: NSG 29/2026**
SALARY	:	R237 453 per annum (Level 05), plus competitive benefits cost to company.
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 certificate. A diploma/higher certificate at (NQF level 5 or 6) in public administration, public affairs, public management, marketing or public relations will be an added advantage. No work experience required. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Ability to organize virtual meetings and general management of meetings such as scheduling, agenda setting, recording, minute taking and preparing action plans will be an added advantage.
DUTIES	:	Provide administrative support towards the implementation of business development strategies for National and State-Owned Entities, to source training opportunities and partnerships for the NSG. Monitor and update a database of contacts in National and State-Owned Entities to enable information gathering. Collate and disseminate materials for any meetings pertaining to business development engagements with internal and external stakeholders. Manage filing of documents in line with the departmental records management policy and filing system, as well as electronic document management. Provide administrative support towards project plans to manage signed Memoranda of Understanding. Agreement in liaison with internal business units. Collate data on Education, Training and Development (ETD) delivery and performance against signed agreements. Ensure product and service knowledge and awareness in liaison with internal business units. Monitor and update an annual calendar of delivery schedule to inform internal business units, clients and stakeholders. Draft letters, memoranda, reports, and submissions as may be required. Provide administrative support to the implementation of innovative specialised programmes to attract new clients and building long-term relationships. Provide administrative support towards domestic and global partnerships with higher education institutions and other public sector institutions to undertake joint specialised programmes. Provide administrative support towards increased market share in National, and State-Owned Entities (training uptake numbers and revenue generated). Compile monthly reports on business development and performance. Provide secretariat support to internal business development committee structures and strategic external and internal forums including NSG-led forums. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Manage travel and accommodation arrangements as required. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Manage logistical arrangements for all meetings, including venues, catering, and equipment.
ENQUIRIES	:	Nthabiseng Fuma Tel No: (012) 441 6011
APPLICATIONS	:	Apply Using This Link: **APPLICATION FOR EMPLOYMENT ADMINISTRATOR: BUSINESS DEVELOPMENT, REF NO; NSG29/2026 . – Fill out form**
POST 42/100	:	**ADMINISTRATOR: INTERNATIONAL RELATIONS AND PARTNERSHIPS REF NO: NSG 30/2026**
SALARY	:	R237 453 per annum (Level 05), plus competitive benefits cost to company.
CENTRE	:	Pretoria
REQUIREMENTS	:	Senior Certificate/National Certificate (Vocational) on (NQF level 4). No previous experience required. Knowledge: Basic knowledge of international relations, global politics, resource mobilisation and partnership management will be an added advantage. Basic knowledge of public sector landscape and capacity building needs. Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript). Knowledge of meetings management (scheduling, agenda setting, recording, minute taking, action plans and public service legislation, policies, prescripts and procedures relevant to the job will be an advantage.
DUTIES	:	Provide administrative support in implementing an International Relations policy, strategy as well as norms and standards for the NSG. Maintain a

repository and filing system of the Directorate for all international papers, presentations and publications developed by the NSG in line with national norms and standards. Provide administrative support towards an international relations and diplomacy programme of the NSG, including education and awareness, Education, Training and Development (ETD) opportunities and official travels (assistance with official passports and visas). Provide administrative support on the monitoring of NSG membership, participation and progress reporting to international bodies. Collate and disseminate materials for any meetings pertaining to international relations engagements with internal and external stakeholders. Provide project-related and administrative support in implementing the NSG international development assistance programme through showcasing NSG, exhibitions, roundtable and other forms of customised engagement. Provide administrative support to market NSG programmes internationally to generate income. Provide administrative support on the engagements with external stakeholders such as embassies, universities, research facilities, science councils, and relevant agencies to mobilise resources. Provide administrative support on the engagements of public and private partnerships to support the mandate of the NSG. Undertake activities with internal business units and relevant external stakeholders to ensure mutually beneficial relationships. Monitor and track a global exchange calendar. Support the NSG with documentation for inter-governmental structures and compliance reporting. Provide support on the NSG's participation in binational commissions and joint ministerial commissions, including state visits, where the NSG is required. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Manage all travel and accommodation arrangements as required. Manage logistical arrangements for all meetings, including venue, catering, and equipment.

ENQUIRIES : Nthabiseng Fuma Tel No: (012) 441 6011

APPLICATIONS : Apply Using This Link: **APPLICATION FOR EMPLOYMENT ADMINISTRATOR: INTERENATIONAL RELAT, REF NO; NSG30/2026 . (2) – Fill out form**

NATIONAL PROSECUTING AUTHORITY

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

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

CLOSING DATE : 07 December 2026

NOTE : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: 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. A Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment). Selection panels shall score both technical exercises as an additional criterion in the interview process. All SMS posts will be subjected to a lifestyle audit. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.
Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

OTHER POSTS

POST 42/101 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2026/372**
National Prosecution Service

SALARY : R1 242 915 – R1 934 208 per annum (Level LP 9), (Total cost package)
CENTRE : DPP: Makhanda (KuGompo City)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.
DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.
ENQUIRIES : Nomfuneko Ntapane Tel No: (046) 602 3000
APPLICATIONS : e mail: Recruit2026372@npa.gov.za

POST 42/102 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (CM-1), (Total cost package)
CENTRE : CPP: Empangeni Ref No: Recruit 2026/373 (Re-advert)
CPP: Vaal Rand (Springs) Ref No: Recruit 2026/374
REQUIREMENTS : 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. A valid driver's license.
DUTIES : 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.

ENQUIRIES : CPP: Empangeni Thabsile Radebe Tel No: (033) 392 8753
CPP: Vaal Rand (Springs) Motshabi Malabi Tel No: (012) 351 6864

APPLICATIONS : CPP: Empangeni e mail: Recruit2026373@npa.gov.za
CPP: Vaal Rand (Springs) e mail: Recruit2026374@npa.gov.za

POST 42/103 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/375 (X4 POSTS)**
(Re-advert)
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : Recruit2026375@npa.gov.za

POST 42/104 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/376 (X2 POSTS)**
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Cape Town
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in criminal practice (legal practice) in the High Court will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license.

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

		duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
ENQUIRIES	:	Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS	:	e mail: Recruit2026376@npa.gov.za
POST 42/105	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/377** (Re-advert) Legal Affairs Division
SALARY	:	R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE	:	Pietermaritzburg
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification 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. Good knowledge of civil litigation and criminal procedure. Ability to plan, prioritise and manage. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Ability to work independently. Valid driver's licence.
DUTIES	:	Act as nodal point for the Legal Affairs Division. Manage and monitor civil litigation and defend civil claims on behalf of the State. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys with recommendations in respect of civil matters. Draft correspondences, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and witnesses. Deal with civil applications. Evaluate service level agreements and give legal advice. Improve functional relationship with stakeholders. Constant follow up with relevant stake holders.
ENQUIRIES	:	Thabsile Radebe Tel No: (012) 845 6578
APPLICATIONS	:	e mail: Recruit2026377@npa.gov.za
POST 42/106	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/378 (X4 POSTS)** Specialised Commercial Crime Unit
SALARY	:	R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE	:	Mmabatho
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. 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/litigation and presenting/arguing cases in court. Experience in prosecution/litigation, competency in guiding investigations, 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.
DUTIES	:	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.
ENQUIRIES	:	Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS	:	e mail: Recruit2026378@npa.gov.za

POST 42/107 : **SENIOR STATE ADVOCATE (STU) REF NO: RECRUIT 2026/379 (X2 POSTS)**
National Prosecutions Services

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Cape Town
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least six (6) years of relevant criminal court work experience in advocacy and drafting. Knowledge and understanding of SARS functions and financial or accounting background is encouraged. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act is required. Knowledge of Company Law is an advantage. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver`s license is required.
DUTIES : Study case dockets. To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses. Draft charge sheets and indictments. Deal with any representations. Conduct prosecutions on behalf of the State, Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Prepare appeals, reviews and opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters. Perform all duties, including middle management tasks, administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy, and directives of the National Prosecuting Authority. Supervise, manage and assess performance of State Advocate(s) (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors, and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail: Recruit2026379@npa.gov.za

POST 42/108 : **DEPUTY CHIEF PROTECTOR**
Office of Witness Protection

SALARY : R1 101 468 per annum (MMS Level 12), (Total cost package)
CENTRE : Mpumalanga (Witbank) Ref No: Recruit 2026/380 (Re-advert)
Gauteng (Johannesburg) Ref No: Recruit 2026/381 (Re-advert)
Free State (Bloemfontein) Ref No: Recruit 2026/382 (Re-advert)
Northern Cape (Kimberley) Ref No: Recruit 2026/383 (Re-advert)
Western Cape (Cape Town) Ref No: Recruit 2026/384
Eastern Cape (Gqeberha) Ref No: Recruit 2026/385
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Policing or equivalent. Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally,

		Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work will be an added advantage. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency and fitness assessment. A valid driver's licence.
DUTIES	:	Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Ensure that operations are conducted in line with the OWP mandate. Ensure effective and efficient utilization of resources and good governance. Provide sound stakeholder relationships.
ENQUIRIES	:	Mpumalanga (Witbank) & Gauteng (Johannesburg) S Davids Tel No: (012) 845 6616 Free State (Bloemfontein) M Uys Tel No: (031) 334 5331 Northern Cape (Kimberley) C Immelman Tel No: (053) 807 4561 Western Cape (Cape Town) PM Nelson Tel No: (021) 487 7091 Eastern Cape (Gqeberha) CH Loots Tel No: (041) 045 0402
APPLICATIONS	:	Mpumalanga (Witbank) e mail: Recruit2026380@npa.gov.za Gauteng (Johannesburg) e mail: Recruit2026381@npa.gov.za Free State (Bloemfontein) e mail: Recruit2026382@npa.gov.za Northern Cape (Kimberley) e mail: Recruit2026383@npa.gov.za Western Cape (Cape Town) e mail: Recruit2026384@npa.gov.za Eastern Cape (Gqeberha) e mail: Recruit2026385@npa.gov.za
POST 42/109	:	**SENIOR FORENSIC DATA CASE ANALYSTREF NO: RECRUIT 2026/386 (X2 POSTS)** Investigating Directorate Against Corruption
SALARY	:	R1 101 468 per annum (Level 12), (Total cost package)
CENTRE	:	Pretoria: Head office
REQUIREMENTS	:	An appropriate B Degree (NQF level 7) in Computer Science / Information Systems/ Statistics / Forensic Science / Forensic Accounting / Policing / Criminology or related qualification with specialization in data analysis and / or forensic investigations. Minimum of five (5) years' experience in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-Corruption and financial crime/ anti-money laundering/ corruption investigation techniques/ data analysis tools/ cybersecurity/ Digital forensics. Certified Fraud Examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. communication skills. Planning and prioritising. Research skills and administration skills.
DUTIES	:	Facilitate the planning and implementation of data analysis and research. Monitor the collection of data and management thereof. Manage/ conduct quality analysis to support investigation and prosecution of crimes. Undertake the compilation and presentation of investigative report. Manage and develop staff.
ENQUIRIES	:	Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS	:	e mail: Recruit2026386@npa.gov.za

POST 42/110 : **HEAD CONTROL PROSECUTOR 3**
National Prosecutions Service

SALARY : R1 074 222 - R1 742 772 per annum (SU- 3), (Total cost package)
CENTRE : CPP: Pretoria (Atteridgeville) Ref No: Recruit 2026/387
CPP: Vaal Rand (Brakpan) Ref No: Recruit 2026/388

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting / litigation, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook ECMS system. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.

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

ENQUIRIES : Godfrey Ramakuela Tel No: (012) 351 6808
APPLICATIONS : CPP: Pretoria (Atteridgeville) e mail: Recruit2026387@npa.gov.za
CPP: Vaal Rand (Brakpan) e mail: Recruit2026388@npa.gov.za

POST 42/111 : **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R1 074 222 - R1 742 772 per annum (Level SU-3), (Total cost package)
CENTRE : CPP: Vaal Rand (Vanderbijlpark) Ref No: Recruit 2026/389
CPP: Vaal Rand (Oberholzer) Ref No: Recruit 2026/390
CPP: Mmabatho (Taung) Ref No: Recruit 2026/391

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. A valid driver's licence.

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

ENQUIRIES : CPP: Vaal Rand (Vanderbijlpark) and CPP: Vaal Rand (Oberholzer) Godfrey Ramakuela Tel No: (012) 351 6808
CPP: Mmabatho (Taung) Flora Kalakgosi Tel No: (018) 381 9041

APPLICATIONS : CPP: Vaal Rand (Vanderbijlpark) e mail: Recruit2026389@npa.gov.za
CPP: Vaal Rand (Oberholzer) e mail: Recruit2026390@npa.gov.za
CPP: Mmabatho (Taung) e mail: Recruit2026391@npa.gov.za

POST 42/112 : **STATE ADVOCATE**
National Prosecutions Services

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)

CENTRE : DPP: Pietermaritzburg Ref No: Recruit 2026/392
DPP: Johannesburg Ref No: Recruit 2026/393 (X2 Posts)
DPP: Cape Town Ref No: Recruit 2026/394 (X2 Posts)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution/litigation, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting 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. A valid driver's licence.

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

ENQUIRIES : DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
DPP: Johannesburg Mfumaneko Mkela Tel No: (011) 220 4187
DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281

APPLICATIONS : DPP: Pietermaritzburg e mail: Recruit2026392@npa.gov.za
DPP: Johannesburg e mail: Recruit2026393@npa.gov.za
DPP: Cape Town e mail: Recruit2026394@npa.gov.za

POST 42/113 : **STATE ADVOCATE REF NO: RECRUIT 2026/395 (X2 POSTS)**
Specialised Commercial Crime Unit

SALARY : R970 221 - R1 600 893. per annum (Level LP- 7 to LP-8), (Total cost package)

CENTRE : Mmabatho

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution/litigation, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution/litigation. Persons in private practice must provide a certificate of good standing with the LPC. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and

indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail: Recruit2026395@npa.gov.za

POST 42/114 : **STATE ADVOCATE REF NO: RECRUIT 2026/396**
Specialised Commercial Crime Unit

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : KuGompo City
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Financial or accounting background an advantage. Experience in litigation offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Knowledge of asset forfeiture law will be an added advantage. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution/litigation, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. 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. Valid driver's licence.
DUTIES : Study and guide the investigations in case dockets. Guide investigations in accordance with SCCU Methodology. 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 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.
ENQUIRIES : Nosiseko Mabaleka Tel No: (012) 842 1465
APPLICATIONS : e mail: Recruit2026396@npa.gov.za

POST 42/115 : **STATE ADVOCATE REF NO: RECRUIT 2026/397**
National Prosecution Services

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : CPP: Pretoria (Pretoria North)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution/litigation of Sexual Offences, Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Drafting charge sheets and complex court documents. Ability to act independently without constant supervision. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license.

DUTIES	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any other directives inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated Sexual Offences Courts. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents including documents that are more complex in nature. Present the States' case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental thereto. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officers' and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
ENQUIRIES	:	Motshabi Malabi Tel No: (012) 351 6864
APPLICATIONS	:	e mail: Recruit2026397@npa.gov.za
POST 42/116	:	**STATE ADVOCATE REF NO: RECRUIT 2026/398 (X4 POSTS)** Investigating Directorate Against Corruption
SALARY	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years in legal practice will be an added advantage. Financial or accounting background an advantage. Experience in litigation offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting/litigation, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's license.
DUTIES	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prosecutor led investigations (PLI). Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system independently without supervision and manage court and case flow management independently.
ENQUIRIES	:	Matodzi Makhari Tel No: (012) 845 6012
APPLICATIONS	:	e mail: Recruit2026398@npa.gov.za
POST 42/117	:	**STATE ADVOCATE REF NO: RECRUIT 2026/399** National Prosecutions Service
SALARY	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE	:	DPP: Mthatha (STU)

REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting/litigation, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the province to prosecute tax cases as and when required. Valid driver's licence.
DUTIES	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
ENQUIRIES	:	Belukazi Dungane Tel No: (047) 501 2604
APPLICATIONS	:	e mail: Recruit2026399@npa.gov.za

POST 42/118	:	**STATE ADVOCATE REF NO: RECRUIT 2026/400** (Re-advert) National Prosecutions Service
SALARY	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE	:	CPP: Kimberley (De Aar)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in the prosecution/litigation of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.
DUTIES	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences

courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES : IL Mofokeng Tel No: (053) 807 4507
APPLICATIONS : e mail: Recruit2026400@npa.gov.za

POST 42/119 : **PROJECT MANAGER REF NO: RECRUIT 2026/401**
(Re-advert)
Investigating Directorate Against Corruption

SALARY : R932 292 per annum (Level 11), (Total cost package)
CENTRE : Pretoria: Head office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or three (3) year Diploma (NQF level 6) in Business Administration, Public Administration or equivalent qualification. At least three (3) years' experience in Project Management co-ordination and administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organising skills, written and verbal communication skills. Problem solving skills and knowledge of project administration. General computer literacy skills and knowledge in programs such as Ms Word, Excel, PowerPoint, SharePoint etc. PRINCE / PRINCE2 certification recommended. Good planning and organising skills, written and verbal communication skills. Knowledge of the PFMA, Public Service and Regulations Act. NPA policies and procedures relevant to the job functions. Valid driver's licence.
DUTIES : Implement and maintain Investigating Directorate Against Directorate projects. Develop project plans: scope, goal, required resources, and budget. Develop the project methodology and ensure adherence to timelines. Guide and perform strategic analysis for the projects. Organise and manage all phases of the projects to ensure timeous completion. Identify risks and action mitigation plans. Meet deliverables and record work executed. Prepare proposals and conduct meetings with all stakeholders to facilitate selection of project services and conduct. Plan and oversee the dissemination of project communications. Liaise with all project stakeholders. Ensure that the administration of projects are kept updated. Draft expenditure reports on BAS. Compile minutes and action logs for project meetings. Track and provide weekly project status reports and compile monthly reports. Maintain project files on SharePoint and hard copy.
ENQUIRIES : Naledi Modise Tel No: (012) 845 7738
APPLICATIONS : e mail: Recruit2026401@npa.gov.za

POST 42/120 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
CENTRE : CPP: Empangeni Ref No: Recruit 2026/402
CPP: Vaal Rand (Oberholzer) – Recruit 2026/403 (Re-advert)
CPP: Kimberley Ref No: Recruit 2026/404
CPP: George Ref No: Recruit 2026/405
CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2026/406
CPP: Mitchells Plain Ref No: Recruit 2026/408
CPP: Mmabatho (Taung) Ref No: Recruit 2026/410
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote

partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Empangeni Thabsile Radebe Tel No: 033 392 8753
CPP: Vaal Rand (Oberholzer) Godfrey Ramakuela Tel No: (012) 351 6808
CPP: Kimberley IL Mofokeng Tel No: (053) 807 4507
CPP: George & CPP: Wynberg Thuso Damane Tel No: (021) 487 7129
CPP: Mitchells Plain (Khayelitsha) & CPP: Mitchells Plain Sonwabiso Mkwakwi Tel No: (021) 487 7234
CPP: Mmabatho (Taung) Flora Kalakgosi Tel No: 018 381 9041

APPLICATIONS : CPP: Empangeni e-mail: Recruit2026402@npa.gov.za
CPP: Vaal Rand (Oberholzer) e-mail: Recruit2026403@npa.gov.za
CPP: Kimberley e-mail: Recruit2026404@npa.gov.za
CPP: George e-mail: Recruit2026405@npa.gov.za
CPP: Mitchells Plain (Khayelitsha) e-mail: Recruit2026406@npa.gov.za
CPP: Mitchells Plain e-mail: Recruit2026408@npa.gov.za
CPP: Mmabatho (Taung) e-mail: Recruit2026410@npa.gov.za

POST 42/121 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

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

CENTRE : DPP: Cape Town (OCC) Ref No: Recruit 2026/409 (X2 Posts)
DPP: Cape Town (George) (OCC) Ref No: Recruit 2026/407

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience or knowledge of POCA legislation. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting/litigation. 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 license.

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

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281

APPLICATIONS : DPP: Cape Town e-mail: Recruit2026409@npa.gov.za
DPP: Cape Town (George) e-mail: Recruit2026407@npa.gov.za

POST 42/122 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/411**
National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)

CENTRE : CPP: Mmabatho (Molopo)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. 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.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in

conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e-mail: Recruit2026411@npa.gov.za

POST 42/123 : **FORENSIC DATA CASE ANALYST REF NO: RECRUIT 2026/412 (X7 POSTS)**
Investigating Directorate Against Corruption

SALARY : R605 742 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head office
REQUIREMENTS : An appropriate B Degree (NQF level 7) in Computer Science/ Information Systems/ Statistics/ Forensic Science/ Forensic Accounting/ Policing/ Criminology or related qualification with specialization in data analysis and/or forensic investigations. Minimum of three (3) years' experience in data analysis in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/ data analysis tools/ cybersecurity/Digital Forensics. Certified Fraud examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritizing. Research Skills and Administration skills. A valid driver's license.
DUTIES : Plan and implement data analysis and research. Collect and manage data. Conduct quality analysis of data to support investigation and prosecution of crimes. Execute special operations in line with the provisions of relevant legislation. Compile and present investigation report.
ENQUIRIES : Bheki Sithole Tel No: (012) 845 7786
APPLICATIONS : e mail: Recruit2026412@npa.gov.za

POST 42/124 : **VETTING OFFICER REF NO: RECRUIT 2026/413**
Strategy, Operations and Compliance - Security Management Unit

SALARY : R605 742 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Sciences; Policing; Forensic Investigation Science; Security Management; Criminology or equivalent. Minimum three (3) years' relevant experience in vetting investigation and vetting administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Completion of vetting Course offered by State Security Agency/Defence Intelligence. Sound knowledge of the Minimum Information Security Standards, Criminal Procedure Act, National Strategic Intelligence Act, General Intelligence Law Amendments, Protection of Information Act, National Prosecuting Authority Act and other relevant Acts regulating personnel security. Candidate should have knowledge of Project Management and be computer literate in MS Word, Excel, SharePoint, and PowerPoint. Ability to liaise with other law enforcement agencies. Good communication skills, written and verbal. Planning and prioritizing. Project Management skills. Problem solving and decision making. Reliable, tolerant and determined. Able to work under pressure and meet strict deadlines. Willing to travel nationally and able to work after hours. Valid driver's license.
DUTIES : Conduct vetting fieldwork investigations of NPA employees. Conduct Personnel Suitability Checks of all applicants and contractors. Supervise allocated vetting projects and provide support to the Vetting Manager. Conduct vetting awareness sessions. Conduct research and advice Security Management Service on vetting matters/personnel security trends. Supervise the performance of vetting administrators/processors. Update vetting staff establishment (database) and provide compliance statistic reports to management. Perform general administration.
ENQUIRIES : Simon Hlatshwayo Tel No: (012) 842 6872

APPLICATIONS : email: Recruit2026413@npa.gov.za

POST 42/125 : **ENFORCEMENT OFFICER REF NO: RECRUIT 2026/414**
(Re-advert)
Asset Forfeiture Unit

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Mthatha
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic. A valid driver's licence.
DUTIES : Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits, and payment to victims. Process payments. Conducting investigations to identify assets that are the proceeds of criminal activities. Collaborating with law enforcement agencies and regulatory bodies to share intelligence and resources. Maintaining accurate records of seized assets and their legal status. Ensuring compliance with legal requirements and regulations related to asset forfeiture. Providing support to the units' leadership and other staff members in case management and administrative tasks.
ENQUIRIES : Phumelele Simelane Tel No: (012) 845 7772
APPLICATIONS : e mail: Recruit2026414@npa.gov.za

POST 42/126 : **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2026/415**
(Re - advert)
National Prosecutions Service

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : DPP: Cape Town
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. In-depth knowledge of financial systems i.e BAS; LOGIS and PERSAL. In depth knowledge of Asset, Fleet and Facilities Regulations, PFMA and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines. DUTIES: Provide financial support services to the region. Compilation of the budget, manage expenditure against the budget, supervise the processing of invoices, all claims, compile and submit monthly finance statistics/reports, implement and monitor compliance with policies and procedures, manage petty cash, maintain commitment register and perform monthly reconciliation for BAS/PERSAL and any other relevant reconciliation. Provide supply chain administration services to the region. Monitor the provision of Asset Management services (including asset verification) within the region. Monitor and manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the region. Manage staff in the Finance/ Supply Chain/ Asset, Fleet and Facilities. Conduct quarterly individual staff assessments. Perform any other duties as deemed necessary by management.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail Recruit2026415@npa.gov.za

POST 42/127 : **ICT ADMINISTRATOR**
National Prosecution Services

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : DPP: North - Gauteng Ref No: Recruit 2026/416
DPP: Cape Town Ref No: Recruit 2026/417
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE or Microsoft Azure Administrator Associate will be an added advantage. Three (3) years working experience in an IT environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Microsoft Windows server 2025, Wide Area Network and User Administration, Active Directory 2016, Exchange 2016, Exchange Online, 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. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant, and determined. Valid driver's license required.
DUTIES : Manage and monitor network connectivity and servers. Provide support on Windows Operating Systems and Servers 2025 and MS Exchange online client. 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 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 updates and anti-virus updates are updated on a regular basis. 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.
ENQUIRIES : DPP: North - Gauteng Godfrey Ramakuela Tel No: (012) 351 6808
DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7182
APPLICATIONS : DPP: North - Gauteng e mail: Recruit2026416@npa.gov.za
DPP: Cape Town e mail: Recruit2026417@npa.gov.za

POST 42/128 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: RECRUIT 2026/418 (X2 POSTS)**
Strategy Operations and Compliance: Security Management Services

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Cape Town
REQUIREMENTS : An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Security Management / Policing studies or equivalent. Minimum three (3) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the implementation of the security legislative framework including security policies as well as implementation of OHS legislation. Knowledge of security threat assessments and analysis. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and prioritizing skills. Customer Focus and Responsiveness. Problem Solving and Decision Making. Good report writing skills. Able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel' PowerPoint and Outlook. Willing to travel and work extended hours. Valid driver's license.
DUTIES : Manage and coordinate the security functions in the NPA sub-divisional office. Provide administrative support for the implementation of OHS program in the NPA office. Coordinate and monitor contracted security services in line with Service Level Agreement (Guarding and Close Protection). Coordinate and report security breaches that occurs in the NPA offices. Liaise regularly with the local security stakeholders for security advice (i.e SAPS, SASS, SSA and DCS). Coordinate security services for the NPA high risk cases in the region. Conduct threat assessments to the NPA threatened officials and submit reports

with recommendations to head office. Coordinate assessments for Threat and Risk Assessments (TRA) for the NPA buildings in the sub-division. Conduct security awareness to the NPA staff and facilitate the establishment, administration and coordination of the security committee in the sub-division. Facilitate and coordinate personnel security, classification of information as well as vetting administration.

ENQUIRIES : TM Mudau Tel No: (012) 845 6298
APPLICATIONS : email: Recruit2026418@npa.gov.za

POST 42/129 : **THUTHUZELA CARE CENTRE – CO-ORDRINATOR**
Sexual Offences and Community Affairs

SALARY : R413 001 per annum (Level 08), (excluding benefits)
CENTRE : TCC: Middelburg King Nyabela - (Mpumalanga) Ref No: Recruit 2026/419
TCC Flagstaff (Eastern Cape) Ref No: Recruit 2026/420
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public Management or equivalent. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
DUTIES : Manage and prioritize matters. Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly reports on work activities. Host a range of donors, government etc that will visit the Centre. Other related duties deemed necessary.
ENQUIRIES : TCC: Middelburg King Nyabela (Mpumalanga) Christa du Plessis Tel No: (013) 045 0652
TCC Flagstaff (Eastern Cape) Mzoxolo Rusi Tel No: 043 602 4120
APPLICATIONS : TCC: Middelburg King Nyabela (Mpumalanga) e mail: Recruit2026419@npa.gov.za
TCC Flagstaff (Eastern Cape) e mail: Recruit2026420@npa.gov.za

POST 42/130 : **VICTIM ASSISTANT OFFICER REF NO: RECRUIT 2026/421**
Sexual Offences and Community Affairs

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : TCC: Cradock (Eastern Cape)
REQUIREMENTS : An appropriate B Degree (NQF Level 7) or Three (3) year Diploma (NQF Level 6) in Social Sciences/ Behavioural Studies or equivalent. Minimum one (1) year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office: Word, Excel, Outlook and PowerPoint. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Valid driver's licence.
DUTIES : Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the

relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.

ENQUIRIES : Buyisiwe Nkala Tel No: (046) 602 3031
APPLICATIONS : e mail: Recruit2026421@npa.gov.za

POST 42/131 : **COURT PREPARATION OFFICER**
National Prosecutions Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : CPP: Cape Town (Atlantis) Ref No: Recruit 2026/422 (Re-advert)
CPP: George (Swellendam) Ref No: Recruit 2026/423 (Re-advert)
CPP: Mitchells Plain (Bredarsdorp) Ref No: Recruit 2026/424 (Re-advert)
CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2026/425
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science / Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
DUTIES : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
ENQUIRIES : CPP: Cape Town (Atlantis); CPP: Mitchells Plain (Bredarsdorp) & CPP: Mitchells Plain (Khayelitsha) Sonwabiso Mkwakwi Tel No: (021)487 7234
CPP: George (Swellendam) Thuso Damane Tel No: (021) 487 7129
APPLICATIONS : CPP: Cape Town (Atlantis) e mail Recruit2026422@npa.gov.za
CPP: George (Swellendam) e mail Recruit2026423@npa.gov.za
CPP: Mitchells Plain (Bredarsdorp) e mail Recruit2026424@npa.gov.za
CPP: Mitchells Plain (Khayelitsha) e mail Recruit2026425@npa.gov.za

POST 42/132 : **PERSONAL ASSISTANT REF NO: RECRUIT 2026/426**
Asset Forfeiture Unit

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria – Head Office
REQUIREMENTS : 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. A valid driver's licence.
DUTIES : 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. Plan, organise, lead the preparation for Management meetings and all logistical arrangements. Nodal point for all section 38 appointments. Applications to SARS in terms of section 71. Type documents to the Manager. Provide high level secretarial, administration support and perform a personal assistant service to the Manager. 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. Maintaining accurate records of

seized assets and their legal status. Ensuring compliance with legal requirements and regulations related to asset forfeiture. Assist Manager with stakeholder liaison.

ENQUIRIES : Phumelele Simelane Tel No: (012) 845 7772
APPLICATIONS : e mail: Recruit2026426@npa.gov.za

POST 42/133 : **PERSONAL ASSISTANT REF NO: RECRUIT 2026/427**
(Re-advert)
Specialized Commercial Crime Unit

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Bellville
REQUIREMENTS : Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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 sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration. A valid driver's licence.
DUTIES : Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Case administration.
ENQUIRIES : Xola Matembisa Tel No: (021) 944 6721
APPLICATIONS : e mail: Recruit2026427@npa.gov.za

POST 42/134 : **HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2026/428 (X4 POSTS)**
Strategy Operations and Compliance: HRM & D - Human Resources Development

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two (2) years relevant 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. Knowledge of Human Resources in general and Information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL.
DUTIES : Administer learning, internship programme. Receive applications for learnerships and internships. Screen the applications. Communicate with all the stake holders. Administer NPA bursary in line with the NPA Bursary Policy. Capture bursary applications on the database. Compile and keep statistics on the submission of performance agreements and assessments. Create records for returned signed contracts. Update existing bursary holder files. Co-ordinate and administer training interventions. Capture training needs on the Workplace Skills Plan (WSP). Compile training registers for monthly reporting. Co-ordinate performance management system in the NPA.
ENQUIRIES : Themba Mnguni Tel No: (012) 845 6175
APPLICATIONS : e mail: Recruit2026428@npa.gov.za

POST 42/135 : **FINANCE CLERK: SUPERVISOR REF NO: RECRUIT 2026/429**
National Prosecutions Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Mmabatho
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum two (2) years relevant

experience in Finance. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).

DUTIES : Receiving, recording, and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed till such time they are approved and finalized. Verifying correctness of all S&T claims, overtime and other transactions with financial implications before approval on the PERSAL and BAS system. Draw a weekly, monthly and quarterly report for budget and expenditure for monitoring and reporting purposes. Manage and use of petty cash in the region. Supply Chain functions and duties (Procurement, Inventory Management, travel bookings and stationery). Report all discrepancies and irregularities to Assistant Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region. Perform any other duties within the Finance Section as deemed necessary by management.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail: Recruit2026429@npa.gov.za

POST 42/136 : **HUMAN RESOURCES CLERK: SUPERVISOR**
National Prosecutions Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Johannesburg - Recruit 2026/430
REQUIREMENTS : An appropriate B degree (NQF level 7) or Three-year Diploma (NQF level 6). Minimum two (2) years' relevant experience in Human Resources Management and Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in working with PERSAL. In depth knowledge of legislations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and information management. Strong organizational and supervisory/management skills. General computer literacy skills and knowledge in programs such as MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Excellent written and verbal communication skills. Innovative and proactive.

DUTIES : Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with the HRM&D policies and procedures. Coordinate and assist with learnership and internship programmes. Liaise with internal and external stakeholders. Coordinate performance management system in the NPA. Serve as Secretarial to the Regional Training Forum. Compile and monitor the annual training plan. Assist with HRM related matters as and when requested by management.

ENQUIRIES : Mfumaneko Mkela Tel No: (011) 220 4187
APPLICATIONS : e mail: Recruit2026430@npa.gov.za

POST 42/137 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/431**
(Re-advert)
National Prosecutions Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Cape Town
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in administration management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience within the Document Centre and/or Switchboard will be an added advantage. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure

and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Willing to work extended hours where necessary.

DUTIES : Manage and/or supervise the workflow activities within the document centre and switchboard services. Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence and render effective filing and record management service. Supervise the processing and process documents for archiving and /or disposal. Supervise the filing of documents. Supervise archiving and disposal. Manage and monitor the daily operations of switchboard services. Perform monthly inspections in preparation of audits. Ensure that monthly reports are compiled and submitted to management. Compile and submit monthly statistics to management. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Manage and/or supervise human resources functions of staff in the Document Centre and Switchboard Services. Perform any other duties are deemed necessary by supervisor/manager.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail: Recruit2026431@npa.gov.za

POST 42/138 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/432**
Sexual Offences and Community Affairs

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : Northern Cape
REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination, organizing and administrative skills. Good verbal and written communication skills. Computer literacy and competent in all relevant computer programs for management and compliance of administrative functions are critical. Must be able to work independently and as part of a group.

DUTIES : Provide high-quality administrative support for the senior staff in the SOCA unit and the TCCs and TCC staff in the province. Ensure admin support to the Senior Maintenance Prosecutor which includes maintaining a database of the maintenance stats, processing maintenance representations, opening and maintaining a database electronic and physical maintenance files, and scanning files for the maintenance prosecutor and any other duties which may be requested. Ensure admin support to all SOCA within the Province staff which includes managing documents and proper filling system. Provide administration and processing of procurements request as well as Logistics Arrangements, administer leave register to assist the senior staff with minutes taking and collation of provincial meeting, Collation of information requested by National Office and to implement and ensure compliance with policies and procedures. Liaise with customers/stakeholders. Execute a variety of administrative tasks for line functions department, controlling documents drafting documents Rendering advice to personnel with regard to official matters. Submit monthly reports on work activities. Manage and process timeously all leave, travelling arrangements for all SOCA staff which include drafting relevant memos. Receive all cell phone and S&T claims and timeously forward on for processing via the correct NPA administrative process. Distribute relevant resources (Stationary, clothing material for campaigns) as per Senior/ Supervisor. Alignment and proper utilization of finance resources. Make sure that filing of documents is done timeously and effectively. Assist with Admin issues in relation to Training. Coordinate the management of the assets for the unit.

ENQUIRIES : Adv. Mooketsi Molaudi Tel No: (053) 807 4546
APPLICATIONS : e mail: Recruit2026432@npa.gov.za

POST 42/139 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/433**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Kimberley
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report Write, good verbal and written and administrative skills. Customer focus and responsiveness. Excellent

		administrative skills and problems – solving skills. Good analytical skills. Computer skills such as Ms Word, Excel, Ms Office suite and outlook. Documentation administration, writing skills and task time management skills.
DUTIES	:	Operations administration services. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondences case types assigned to the litigation and/or appeals section are processes and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.
ENQUIRIES	:	Maserame Thebe Tel No: (053) 807 4547
APPLICATIONS	:	e mail: Recruit2026433@npa.gov.za
POST 42/140	:	**ADMINISTRATIVE CLERK: ENFORCEMENT REF NO: RECRUIT 2026/434** Asset Forfeiture Unit
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	East London
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.
DUTIES	:	Provide general clerical support services. Provide asset management administrative services. Provide administrative support with regards to unfulfilled cases. Receive and open files for Curator accounts. Make photocopies, send email, etc. Capture and stamp incoming Curator accounts in the register. Capture and update spreadsheets and registers. Forward Curator accounts for approval. Record invoices and forward for payments. Keep and maintain the filing system. Maintain register for incoming and outgoing correspondence. Asset management. Obtain copies of court orders schedule of assets, interim curator report and valuation of certificates of assets. Maintain a register of all seized assets. Administration support. Maintain all unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and updated a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days. Ensure execution of forfeiture orders is not outstanding for more than 180 days. Conduct age analysis of long outstanding unfulfilled cases and report to EO.
ENQUIRIES	:	Katlego Phiri Tel No: (012) 845 6713
APPLICATIONS	:	e mail: Recruit2026434@npa.gov.za
POST 42/141	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/435 (3 POSTS)** (X1 Re – advert) National Prosecutions Service
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	DPP: Cape Town
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
DUTIES	:	Provide high-quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Perform any other duties as deemed necessary by the supervisor/manager.
ENQUIRIES	:	Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS	:	e mail: Recruit2026435@npa.gov.za

POST 42/142	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/436** National Prosecutions Service
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	CPP: Bellville
REQUIREMENTS	:	Grade 12 or equivalent qualification. Knowledge of clerical duties practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, planning and organizing skills.
DUTIES	:	Provide high level administrative support to the office of the Senior Public Prosecutor and Prosecutors in the cluster and provide logistical services thereof. Management of correspondence. Liaise and communicate with a range of stakeholders in the Justice Sector. Plan organize and co-ordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system. Make travel and accommodation arrangements when necessary. Diary management. Receive correspondence for the section. Collect information. Execute a wide variety of administrative tasks. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Collect and capture statistics. Perform any other duties as deemed necessary by the supervisor/manager.
ENQUIRIES	:	Sonwabiso Mkwakwi Tel No: (021) 487 7234
APPLICATIONS	:	e mail Recruit2026436@npa.gov.za
POST 42/143	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/437** National Prosecutions Services
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	CPP: Cape Town
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, planning and organizing skills.
DUTIES	:	Provide high level administrative support to the office of the Senior Public Prosecutor and Prosecutors in the cluster and provide logistical services thereof. Management of correspondence. Liaise and communicate with a range of stakeholders in the Justice Sector. Plan organize and co-ordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system. Make travel and accommodation arrangements when necessary. Diary management. Receive correspondence for the section. Collect information. Execute a wide variety of administrative tasks. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Collect and capture statistics. Perform any other duties as deemed necessary by the supervisor/manager.
ENQUIRIES	:	Phyllis Lujabe Tel No: (021) 487 7182
APPLICATIONS	:	e mail Recruit2026437@npa.gov.za
POST 42/144	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/438 (X2 POSTS)** National Prosecutions Service
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	DPP: Johannesburg
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook.

Flexibility. Document administration, writing skills and task time management skills.

DUTIES : Provide high-quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Submit monthly reports and statistics. Provide case records services.

ENQUIRIES : Mfumaneko Mkela – 011 220 4187

APPLICATIONS : e mail: Recruit2026438@npa.gov.za

POST 42/145 : **FINANCE CLERK REF NO: RECRUIT 2026/439**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)

CENTRE : DPP: Cape Town

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Ability to work independently without constant supervision. Knowledge of Public Finance, PERSAL; BAS and LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.

DUTIES : Process payments of service providers for the unit. Provide support to Finance Section in the department. Manage payment register. Check the correctness of the invoices and claims submitted and submit to Director: Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Submit certified payroll to Head Office on a monthly basis. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adhere to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers. Compile monthly recons and other reports. Make sure that all processed payments batches are properly filed. Attend to all payment section related queries. Perform any other duties as deemed necessary by management.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7182

APPLICATIONS : e mail Recruit2026439@npa.gov.za

POST 42/146 : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2026/440**
National Prosecutions Service

SALARY : R201 093 per annum (Level 04), (excluding benefits)

CENTRE : DPP: Mmabatho

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES : Answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain the register of outgoing mail. Maintain telephone lists.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041

APPLICATIONS : e mail: Recruit2026440@npa.gov.za

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

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

Mpumalanga/Middleburg/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.

CLOSING DATE : 04 December 2026

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

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

OTHER POSTS

POST 42/147 : **CHIEF REGISTRAR (X2 POSTS)**

SALARY : R610 434 – R1 442 451 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.

CENTRE : Eastern Cape Division of The High Court: Makhanda Ref No: 2026/180/OCJ
Eastern Cape Division of The High Court: Mthatha Ref No: 2026/181/OCJ

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a Four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience as a Registrar, A valid driver's license. An LLM Degree will serve as an added advantage. Knowledge and skills: Knowledge of registry duties, legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment, Quasi-Judicial, Case flow management, Court documentation management, Human Resource Management and Batho Pele Principles. Skilled in numerical, problem solving, decision-making skills, computer literacy (MS Office), communication skills (written and verbal), good people skills/ interpersonal relations, planning and organising, report writing and interviewing.

DUTIES : Manage the Information and case/ Court documentation Management System, implement information desk in the Court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes, ensure that accurate statistics is furnished to PSC on a monthly basis, provide all reports within the given time limits, provide support to court and case flow management / Quasi-Judicial functions, develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system, coordinate case flow management meetings, attend to default judgment applications and taxation of attorneys bills of costs, ensure court processes are issued, implement Service Level Agreements and Strategic Court projects, ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Propose amendment to practice directives of the JP and provide drafts if requested, attend to the implementation of the new court practices, provide leadership of the High Court, develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices, lead transformation in the High court, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance and conduct discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES	:	Technical Related Enquiries, Makhanda: Ms L Frazer Tel No: (046) 622 5758 Technical Related Enquires, Mthatha: Mr. M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
APPLICATIONS	:	Applications can be sent via email to: Eastern Cape Division of the High Court: Makhanda Ref No: 2026/180/OCJ 2026/180/OCJ@judiciary.org.za Eastern Cape Division of the High Court: Mthatha Ref No: 2026/181/OCJ 2026/181/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 42/148	:	**ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/182/OCJ**
SALARY	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Limpopo Provincial Service Centre: Polokwane
REQUIREMENTS	:	Applicants must be in possession of a three (3) year Diploma / Degree in Built Environment, Facilities Management, Facilities Project Management, Property /Real Estate Management at NQF level seven (7) with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in relevant field. A valid driver's license. Knowledge and skills: Knowledge of relevant prescripts, application of MISS and MPSS, Administrative Justice Act, Promotion of Access of Information Act, Treasury and PFMA Regulations, Government Immovable Asset Management Plan (GIAMA), Occupational Health and Safety Act, no. 85 of 1993, managing fleet assets and related administration of the language, National Archives and Records Services Act and Regulations, General Built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA) Skilled in financial management, presentation, project management, planning, organising, analytical, decision-making, problem solving, strategic and report writing.
DUTIES	:	Provide effective facilities and auxiliary services management processes and systems at service centres, implement policies and procedures related to facilities and auxiliary services management at service centres, facilitate and coordinate facilities management services for the Service Centres, assist in the planning and implementation of facilities maintenance and repair projects at Service Centres, ensure provision of general maintenance, cleaning and parking services, manage and maintain the switchboard and reception services, prepare and submit budgets in consultation with Court Manager and Line Function for facilities maintenance and repair projects, monitor implementation of facilities contracts and services, ensure enforcement on compliance with the use of Service Level Agreements (SLA's) in place for facilities Services, monitor performance of all contracted facilities management service providers within the Service Centre and Courts, engage stakeholders within the facilities environment on contracted services delivered at Service Centres, ensure that monthly meetings with contracted facilities service providers, stakeholders are held, and minutes filed, compile technical reports on facilities maintenance and repairs that require attention or urgent work to be executed, ensure provision of an efficient maintenance of PSC and Court facilities, formulate and implement preventative maintenance plans to support the objectives of the PSC and Courts, conduct regular facilities inspections and identify areas for improvement, maintenance and servicing, implement and monitor repairs and maintenance projects, develop schedules for routine maintenance and repairs for building systems e.g. electrical, plumbing, etc, coordinate with key stakeholders, external contractors and vendors for specialised repairs and works, monitor compliance to services rendered under facilities contracts, routine inspections conducted with DPWI FM Manager of facilities and owners of leased properties, monitor the provision of infrastructure services, conduct ergonomic assessments of workstations and office equipment within OCJ, ensure that facilities planning aligns with OCJ accommodation needs, norms and goals, ensure quality assurance of infrastructure services against the set standard and legislation, ensure that OCJ comply with prescribed building regulations, ensure compliance with health and safety standards and regulations, respond to emergencies and ensure timely resolution of facilities related issues, supervise and develop staff, ensure general supervision and development of employees and contractors, allocate duties and perform quality control on the work delivered by officials, manage leave and general personnel administration of staff, advise and lead

supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Mr. A.I Nemukula Tel No: (015) 495 1745
HR Related Enquiries: Ms. E.M Ramaphakela Tel No: (015) 495 1744

APPLICATIONS : Applications can be sent via email to 2026/182/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 42/149 : **REGISTRAR REF NO: 2026/183/OCJ**

SALARY : R337 563 – R1 155 777 per annum (MR3-MR5, salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Middelburg

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) with 480 credits as recognised by SAQA. A minimum of two (2) years post graduate legal experience. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Registrar's duties, Case Flow Management, court proceedings, legislative framework governing the public service and Batho Pele Principles. Skilled in communication (verbal and written), computer literacy (Ms Word, Powerpoint, Outlook and Internet, e.t.c), numeracy, planning, organising, controlling, problem solving, decision making, customer service orientation, interpersonal skills and conflict management. Along with the following attributes: Attention to detail, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, results driven, honesty/trustworthy and observance of confidentiality.

DUTIES : Process default judgments to enhance efficiency of the court in handling of quasi- judicial functions, determine whether pleadings/ processes comply with the court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge. Capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, determine whether pleadings/ processes comply with the court rules, tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise Opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician verify data and submit reporting taxations dealt with by Registrars to the Statistician, manage criminal/civil process to enhance efficiency of the court, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, co-ordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure

efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Ms DY Seswene Tel No: (013) 492 2213
HR related enquiries: Mr SJ Zwane Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/183/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 42/150 : **REGISTRAR'S CLERK (X3 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05), The successful candidate will be required to sign a performance agreement

CENTRE : Eastern Cape Division of The High Court: Bhisho Ref No: 2026/184/OCJ (X1 Post)
Eastern Cape Division of The High Court: Makhanda Ref No: 2026/185/OCJ (X2 Posts)

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. Knowledge of Court Online will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, storage and retrieval procedures in terms of the working environment, understanding of legislative frameworks governing the Public Service, Filling system, Mail procedure manual, Promotion of access to information Act and National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal, problem solving and analysis, time management and administrative.

DUTIES : Perform the uploading, capturing and updating of case-related documents and information on the Court Online system. Monitor and maintain electronic case records, track outstanding processes and assist court users with Court Online-related administrative enquiries, perform clerical and administrative work within the Court, register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof services, safe-keep and dispose of case records, handle court's request files, retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematical recording of court files, keep record of requests received from litigants, render case management duties, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties, monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES : Technical related enquiries, Bhisho: Mr L Ceza Tel No: (040) 024 1007
Technical related enquiries, Makhanda: Ms L Frazer Tel No: (046) 622 5758
HR related enquiries: Ms. Z Sulo Tel No: (087) 086 6929

APPLICATIONS : Applications can be sent via email to Eastern Cape Division of the High Court: Bhisho Ref No: 2026/184/OCJ 2026/184/OCJ@judiciary.org.za
Eastern Cape Division of the High Court: Makhanda Ref No: 2026/185/OCJ 2026/185/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 42/151 : **ADMINISTRATION CLERK: DCRS REF NO: 2026/186/OCJ**

SALARY : R237 453 – R279 708 per annum (Level 05), The successful candidate will be required to sign a performance agreement

CENTRE : Mpumalanga Division of The High Court: Mbombela

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A Valid Driver's license will serve as an added advantage. Knowledge and skills: Knowledge of the digital recording process e.g. system tests and recording equipment is properly functional, fault reports, court proceedings, digital filing system, manual filing system and Batho Pele Principles. Skilled in technical, communication, interpersonal relations, typing, computer literacy (MS Office), and problem-solving. Administration skills.

DUTIES	:	Provide administrative support in pre-recording of court proceedings, check the readiness of the court prior the court proceedings, test the CRT machine (Circuit court and local court) and report all faults detected on the machine, capture cases set down on the CRT machine and the court book/J406, pre-schedule the cases prior to commencement of the court proceedings, proper recording of court proceedings, record court proceedings as per the level of court, add parties' details per court appearance and add related annotations for the case type in session, pause and resume the recorder during court session breaks and stop at the end of the day, set up and operate the equipment for testifying in the Children's court, annotate all the postponed cases, conduct regular backups of data and transfer court recordings at the end of the week, utilise the headphones to monitor accurate recording of the court proceedings, perform playback events during or after the session, attend to request for playback to verify court orders and download to CD/USB, retrieve and download cases on request, playback the court recording to detect any discrepancies on the recordings, inform the Judge immediately when discrepancies are detected, attend to general administrative functions for court administration, file and check audio CD's in the strong room/Court Recording Technology office, submit work performed at the circuit court immediately upon arrival, update backups of audio CD's. Download CD's for transcription for the running record, attend to queries relating to court recordings and arrange own travelling to circuit courts in advance.
ENQUIRIES	:	Technical related enquiries: Ms RS Ledwaba Tel No: (013) 758 0000 HR related enquiries: Mr SJ Zwane Tel No: (013) 758 0000
APPLICATIONS	:	Applications can be sent via email to 2026/186/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 42/152	:	**DATA CAPTURER REF NO: 2026/187/OCJ**
SALARY	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Eastern Cape Division of The High Court: Makhanda
REQUIREMENTS	:	Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid drivers' license will serve as 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, understanding of the legislative framework governing Public Service, clerical duties, practices as well as the ability to capture data, understanding of the legal framework governing the public service, working procedures in terms of the working environment and Batho Pele principles. Skilled in communication (verbal & written), problem solving, good public relations, monitoring and analytical, computer literacy (MS Teams), planning and organising, report writing and typing.
DUTIES	:	Render data capturing service, capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, update registers and statistics, keep and maintain records and files, conduct pre-recording and record of Court proceedings, report faults experienced during fault diagnosing process and log queries to helpdesk, capture court roll from the court list/ books and pre-schedule the cases prior to commencement of the Court proceedings, record court proceedings as per the level of court appearance, add parties' details per court appearance and related annotations for the case type in session, transfer court recordings to the site server in 15min intervals, render efficient and effective general administrative services, save and scan court documents as requested, report all IT problems immediately to supervisor, provide information to responsible components, ensure that all case records/ court documents for data capturing are kept safe while in your possession, verify and quality control data, review and validate all data from the records, sort and distribute incoming data to be captured equally and update registers and statistics.
ENQUIRIES	:	Technical related enquiries: Ms L Frazer Tel No: (046) 622 5758 HR related enquiries: Ms. Z Sulo at (087) 086 6929
APPLICATIONS	:	Applications can be sent via email to 2026/187/OCJ@judiciary.org.za

NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 42/153	:	**TELECOM OPERATOR REF NO: 2026/188/OCJ**
SALARY	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement
CENTRE	:	Eastern Cape Division of The High Court: Gqeberha
REQUIREMENTS	:	Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid 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, MS Office package, with experience in word processing, Outlook, Power Point and Excel, Office Administration, understanding of the legislative framework governing Public Service, handling alarm systems related to the switchboard, knowledge of legislations and Batho Pele Principles. Skilled in communication (verbal & written), problem solving, good public relations, monitoring and analytical, computer literacy (MS Teams), planning and organising, report writing and typing.
DUTIES	:	Provide an efficient telephone service within the high court, provide messaging services, provide switchboard service to all clients, provide assistance with any telephone related duties required by the management, attend to high-priority calls and forward calls to relevant business units or send through emails, ensure that the switchboard is manned at all times, maintain internal telephone directory telephone database, maintain functional switchboard equipment, identify and report telephone faults, report all faults to technical service providers, report faults on telephone lines to the information services unit within the department, ensure that switchboard and telephone equipment is working in order, maintain the functional telephone system, complete accurate telephone accounts for dissemination to OCJ staff. Update, maintain accurate contacts and information list of services, departments, staff members and application requirements, administer telephone accounts, provide departmental information to internal and external stakeholders, provide accurate information to the clients, ensure effective and efficient communication both internally and externally, provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services to the meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filling system for all the records and provide support with stationery supplies within the sub-directorate.
ENQUIRIES	:	Technical related enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR related enquiries: Ms. Z Sulo at (087) 086 6929
APPLICATIONS	:	Applications can be sent via email to 2026/188/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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



APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
CLOSING DATE	:	07 December 2026
NOTE	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp.''From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Candidates will also be subjected to personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.

MANAGEMENT ECHELON

POST 42/154	:	**DIRECTOR: COMMUNICATION SERVICES REF NO: DPSA25/2026**
SALARY	:	R1 317 384 per annum (Level 13), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 551 807 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Fund and a flexible portion that may be structured according to personal needs within a framework.
CENTRE	:	Pretoria
REQUIREMENTS	:	A minimum qualification at NQF level 7 in Journalism/ Communication Studies/ Communication Science or related qualification. Minimum 5 years of experience at a middle/senior managerial level. Minimum 8 years appropriate experience in a communications environment. Knowledge of Constitution of

		the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government and Sound understanding of Operations Management. Managerial Skills: Decision making, problem solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, research, change management, teamwork and project and program management. Generic Skills: Diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and Conflict Management. Technical Skills: Internal and external communication, graphic design, media, content development, communications research.
DUTIES	:	To manage the development, review and implementation of communications policies, strategies and plans. Manage the provision of quality content development. Manage media Liaison (issue press releases, handle media enquiries, coordinate press conferences, and brand management). Manage Digital communication as well as marketing, branding services. Manage the graphic design and production of publications. Conduct media analysis and present findings and proactive strategies to address findings to the departmental management. Manage the provision of internal and external event management and Stakeholder Management Services. Provide crisis management services as part of the departmental business continuity plans. Act as a departmental spokesperson. Manage all the operations, systems and processes of the Directorate including human, financial, supply chain and contract management.
ENQUIRIES	:	Mr. Themba Dubazana Tel No: (012) 336 1198
APPLICATIONS	:	E-mail your application to Advert252026@dpsa.gov.za
POST 42/155	:	**DIRECTOR: ICT GOVERNANCE REF NO: DPSA 26/2026**
SALARY	:	R1 317 384 per annum (Level 13), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 551 807 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Fund and a flexible portion that may be structured according to personal needs within a framework.
CENTRE	:	Pretoria
REQUIREMENTS	:	A minimum qualification at NQF level 7 in ICT. Minimum of five (5) years of experience at a middle/senior managerial level. Minimum eight (8) years appropriate experience in the ICT with best practice governance frameworks such as COBIT, ITIL, VallT, ISO38500. Knowledge of the Constitution of the Republic of South Africa, the Government Legislative Framework, the Public Service Legislative and Policy Framework, The Corporate Governance of ICT Policy framework (CGICTPF), Government programs of action such as the National Development Plan, Key Strategic Priorities of Government, and a sound understanding of Operations management, understanding of Governance ICT, understanding of business and ICT alignment planning and its implementation, understanding if Enterprise Architecture. Managerial skills: Decision making, problem-solving, verbal and written communication, stakeholder management and coordination, interpersonal relations, strategic thinking and leadership, analytical skills, confidentiality, financial management, human resources management, research, teamwork, change management, project and program management. Technical Skills: ICT policy development, ICT governance, monitoring and evaluation, research and data collection in the ICT field, and data analytics.
DUTIES	:	Manage the development of prescripts. Develop and review prescripts (policies, norms and standards, directives, circulars, frameworks, and guidelines) in line with the departmental standards and submit them for approval by the relevant approval authority. Manage the provision of implementation support to departments, audits/assess systems and practices within departments conducted and required improvements identified and communicated to the relevant departments, undertake interventions to support the implementation of compliance with the prescripts. Manage the monitoring of implementation and compliance, conduct evaluation and impact studies as required. Manage all the operations, systems and processes of the Directorate, including information, advise and support to the MPSA, Cabinet, Parliament, and other internal and external stakeholders, participate in transversal task/project teams and committees as required or nominated.
ENQUIRIES	:	Mr. Zaid Aboobaker Tel No: (012) 336 1059

APPLICATIONS	:	E-mail your application to Advertisement262026@dpsa.gov.za
POST 42/156	:	**DIRECTOR: SERVICE DELIVERY SATISFACTION ASSESSMENT AND IMPROVEMENT REF NO: DPSA27/2026**
SALARY	:	R1 317 384 per annum (Level 13), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 551 807 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Fund and a flexible portion that may be structured according to personal needs within a framework.
CENTRE	:	Pretoria
REQUIREMENTS	:	A minimum qualification at NQF level 7 in Public Administration/ Management/ Business Studies. Minimum five (5) years of experience at a middle/senior managerial level. Minimum eight (8) years in Service Delivery Improvement environment. Knowledge of Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government and Sound understanding of Operations Management. Managerial Skills: Decision making, problem solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, research, change management, teamwork and project and program management. Generic Skills: Diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and Conflict Management. Technical Skills: Development of service standards, service delivery theory and practice, negotiation, business process analysis and solution development specifications, business processing mapping and improvement for automation or innovation, and systems thinking, design and development.
DUTIES	:	To manage and review the prescripts relating to Service Delivery Satisfaction Assessment and Improvement. Manage the provision of implementation support to departments. Manage monitoring and evaluation of compliance and impact assessments of prescripts on Service Delivery Satisfaction Assessment and Improvement. Manage all the operations, systems and processes of the Directorate.
ENQUIRIES	:	Ms. Julia Ndlovu Tel No: (012) 336 1685
APPLICATIONS	:	E-mail your application to Advert272026@dpsa.gov.za
POST 42/157	:	**DIRECTOR: RISK AND ETHICS MANAGEMENT REF NO: DPSA 28/2026**
SALARY	:	R1 317 384 per annum (Level 13), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 551 807 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
CENTRE	:	Pretoria
REQUIREMENTS	:	A minimum qualification at NQF level 7 in Auditing/Accounting/Public Management/Public Administration. Minimum five (5) years of experience at a middle/senior managerial level. Eight (8) years of experience in risk and ethics environment. Knowledge of the Public Service Policy Framework, knowledge of public service ethics and anti-corruption measures, the Prevention and Combating of Corruption Activities Act (PRECCA), government programs such as the National Development Plan and the key strategic priorities of government, knowledge of ethics and integrity management standards and good practices, the Public Service Act, Public Service Regulations, and the Public Administration legislative and policy framework. Competencies: Decision-making and problem-solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, interpersonal relations, teamwork, confidentiality, financial management, human resources management, research, change management, and project and program management. Generic skills: Diversity management, communication and information management, facilitation, negotiation, presentation, report writing, computer literacy, and conflict management. Attributes: Honesty, ethics, sensitivity, professional, reliable, loyalty, confidentiality, diligent, open to new ideas, innovative, ability to make sound judgements based on legal grounding and ability to communicate advice with authority and ability to communicate effectively on highly sensitive issues

		with employees and managers at all levels, with particular emphasis on developing trust and demonstrating fairness. Technical skills: Policy development, research, risk management, ethics management, training and development, data analysis, and Ethics Officer certification.
DUTIES	:	Manage the rendering of ethics management services, establish and ensure functionality ethics committee, facilitate, process requests for remunerative work (RWOPS) for approval by delegated authority. Manage the rendering of Risk, Anti-Corruption, and Integrity Management services, establish and ensure functionality of Risk committee, monitor and report progress on risk management activities to the relevant departmental structure and Risk and Audit Committees. Manage the rendering of implementation support to DPSA officials, provide technical support and advise on risk management, anti-corruption, integrity management and ethics related matters to managers and staff. Manage the implementation of business continuity management in the department. Manage the operations, systems, and processes of the Directorate, provide advice and support information to internal stakeholders, attend departmental management structures of the DPSA and any other meetings as directed, and participate in transversal task/project teams and committees as required or nominated.
ENQUIRIES	:	Ms. N.B. Maku Tel No: (012) 336 1343
APPLICATIONS	:	E-mail your application to Advert282026@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



Head Office (Pretoria) Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand Delivered at CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau

Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town, For Attention: Ms. C Rossouw

Durban Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, 05 Kensington Boulevard, Kingsmead Office Park Durban 4000. For Attention: Ms Ns Nxumalo

CLOSING DATE : 04 December 2026 at 16H00

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

shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Note: For emailed applications, please submit a Single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered. Closing date of the advert must be full two weeks (excluding weekends/public holidays)

OTHER POSTS

POST 42/158 : **ASSISTANT DIRECTOR: PROVISIONING AND LOGISTICS (SUPPLY CHAIN MANAGEMENT) REF NO: 2026/401**
(Re-advertisement, people who previously applied are required to re-apply)

SALARY : R487 197 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National diploma qualification in either Supply Chain Management, Logistics or related qualification. Extensive experience in Supply Chain Management, in particular Provisioning and Logistics Management, coupled with supervisory experience. Knowledge: Knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System, Logis, Sage and Archibus. Knowledge and understanding of Public Finance Management Act (PFMA); Framework for Supply Chain Management, Treasury Regulations; Transport Policies and Procedures, Preferential Procurement Policy and Code of conduct for Supply Chain Management practitioners. Skills: Computer literacy; driver's license; good interpersonal skills; decision making skills; presentations; communication skills (including report writing), Financial Management, relationship management. Personal Attributes: Ability to interact with clients and stakeholders; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; hard-working; highly motivated; ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.
DUTIES : Ensuring effective operation of Provisioning and Logistics Unit. Ensure effective management of Fleet, subsidies vehicles, vehicle damages, substance travel and claim Mobile telecommunication devices, Labour savings devices machines – photo copiers machines, courier services. Ensure compliance with National Treasury Framework for travel and accommodation. Manage the maintenance of a proper invoice tracking system and payment process thereof. Ensure effective placement of procurement orders for miscellaneous goods and services. Assist with preparation of Interim and Annual Financial Statements. Assist with maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Tracking and monitoring of directorate's budget. Ensure compliance with applicable National Treasury prescripts with regards to procurement of goods and services, Travel and Accommodation management. Ensure that all invoices are paid within 30 days. Assist with management of Transversal Contracts for Fleet Vehicles, Mobile telecommunication devices, Labour saving devices- photo copier machines, Courier Services. Management of Archives, Messenger services, and Switchboard operations. Ensure adherence to prescripts/ policies and provide advice to all Regional Units with regards to provisioning of goods and services as well as logistics services. Manage the sub directorate's office administration, respond to audit queries and as well as human resources.
ENQUIRIES : Ms. K Moko Tel No: (021) 402 2296
APPLICATIONS : Email Applications for the position of Assistant Director: Provisioning and Logistics (Supply Chain Management) must be submitted to: RecruitCPT26-74@dpw.gov.za

POST 42/159 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2026/402**

SALARY : R487 197 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Financial Management or related qualification. Relevant years of experience in the field at supervisory level. Knowledge: Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Departments` Reconciliation processes, Understanding of Governments financial delegations, Management of governments departments chart of accounts, Government Budget systems and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP). Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels, able to establish and maintain networks.
DUTIES : Participate in the development, maintenance and implementation of departmental financial policies. Advice line function on the implementation and interpretation of financial procedures and policies. Facilitate the implementation of changes in public finance management policies. Facilitate alignment of internal control policies in compliance with departmental policies. Facilitate the implementation of Treasury Regulation in the department. Issue guidelines to and train line managers on latest developments in public finance management regulations. Assist in budget planning, adjustment and reporting. Verify the capturing of payroll transactions on the accounting system. Monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Coordinate and review disclosure notes on revenue collection. Coordinate and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Exercise control, monitor and supervises sub-ordinates (cashier duties, batch control and payments). Check and authorise payment advise. Control suspense accounts. Monitor face value forms and subsistence and travel allowance (S&T) claims. Authorize, approve or disapprove transactions on the financial system, BAS, SAGE, ARCHIBUS, WCS, PMIS LOGIS and PERSAL systems. Oversee the verification of the validity and allocation of payments received via electronic transfers. Review of audit files and annual financial statements to ensure compliance with GRAP. Gather and select information to address audit queries. Collate audit information required by auditors. Address audit queries. Monitor compliance to the PFMA, Treasury regulations, departmental policies and internal control procedures. Update the risk register. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
ENQUIRIES : Ms. N Ndiyane Tel No: (021) 402 2108
APPLICATIONS : Email Applications for the position of Assistant Director: Financial Accounting must be submitted to: RecruitCPT26-75@dpw.gov.za

POST 42/160 : **SENIOR STATE ACCOUNTANT: COMPONENT: PROPERTY BUDGET MANAGEMENT (PROJECT BUDGET ADMINISTRATION) REF NO: 2026/403**

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Finance/Financial Management or Quantity Surveying with relevant years of working experience in project budget administration. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports. Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical, and problem-solving skills. Have an understanding of the various facets of the built construction) environment. Able to work under pressure. Computer literacy in MS Office (with specific reference to MS word, MS Excel, MS PowerPoint and MS Outlook).

DUTIES	:	Compile authorisations and relevant documents and update WCS, Determine the availability of funds within the respective budgets/allocations. Liaise with Project Managers/Regional Offices on budget related matters. Liaise with Client Departments for confirmation of funding/additional funds. Report shortages or surplus of funds to the AsD: PBA, DD: PBA and DD: PBM. Monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA. Assist with budget control, monitoring and reporting of the Capital Works and Repair and Refurbishment budgets. Analyse and monitor expenditure levels and engage with Project Managers to establish reasons for underspending. Attend various meetings as and when required and ensure the record-keeping of resolutions. Monitor, manage and report on all funding requests submitted via the Funds Tracking System and ensure that relevant registers are updated; Assist with the provision or collation of data for various submissions/presentations to be made before the respective due dates. It will be expected from the short-listed candidates to perform a practical exercise as part of the interview process.
ENQUIRIES	:	Mr M Letsoalo Tel No: (012) 406-1137
APPLICATIONS	:	Email Applications for the position of Senior State Accountant: Component: Property Budget Management (Project Budget Administration Support must be submitted to: Recruitment26-99@dpw.gov.za
POST 42/161	:	**HR PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: 2026/404**
SALARY	:	R338 106 per annum
CENTRE	:	Durban Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resources Management, Human Resources Development, Public Management, Human Resource Training or equivalent qualification. Relevant years of experience in training and development practices. A Valid Driver's License. Knowledge of standards, practices, processes and procedures related to HR development; structure and functioning of the Department; Employment Equity Plan of the Department; regulatory framework related to HR development, including the Skills Development Act; Constitution of the RSA, Public Service Act and Regulations, Collective Agreements, Codes of Remuneration and the Public Finance Management Act; Basic numeracy; interpersonal and diplomacy skills; general administration and organizational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilization; financial administration; change/diversity management; analytical thinking; problem solving skills; motivational skills; influencing skills; presentation skills; advanced negotiation skills; conflict management; communication and report writing abilities. Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently.
DUTIES	:	Support the skills development process with regard to; compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan, developing training plans and reports. Support the provisioning of education, development and training; support learnership and internship processes, ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilization of related service providers, maintain the skills development database, compile data on training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Assist in the administration of study support; facilitate and market the allocation of study support, administrate the allocation and management of bursaries. Support personnel performance management processes; facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance bonuses and rewards, determine and analyse trends on performance management, including data/statistics on employment equity, support integration of performance management processes with related HR processes; facilitate the

award of incentives for good performance and monitor the management of poor performance.

ENQUIRIES : Ms NS Nxumalo Tel No: (031) 3147023
APPLICATIONS : Email Applications for the position of HR Practitioner: Human Resources Development must be submitted to: RecruitDBN26-13@dpw.gov.za

POST 42/162 : **ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT REF NO: 2026/405**

SALARY : R338 106 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A minimum of a three-year tertiary qualification (NQF Level 06) \ National diploma in Public Administration or related field coupled with relevant experience in facilities management. Knowledge of OHSA, Labour Relations Act and PFMA. Have a strong written, verbal communication and computer skills. Be in possession of a valid driver`s license and be willing to travel extensively throughout the KZN Province. Ability to work with budgets and knowledge of procurement of goods and services. Tender procedures would be an added advantage.
DUTIES : To check and approve requisitions for cleaning \ gardening material, equipment's and repairs thereof. To compile internal request for quote for goods and services. To follow up outstanding orders and invoices and compile payments. To monitor staff performance. To conduct inspections, investigations and recommend or institute the discipline or training. To notify maintenance department of any maintenance defects, safety hazards, or plumbing/ electrical issues. To compile technical specifications and do evaluations of contracts and tenders according to required criteria for cleaning and gardening contracts and tenders.
ENQUIRIES : Mr ST Ngcobo Tel No: (031) 3147176/Cell: (076) 773 2560
APPLICATIONS : Email Applications for the position of Administrative Officer: Facilities Management Development must be submitted to: RecruitDBN26-14@dpw.gov.za

POST 42/163 : **SUPERVISOR: CLEANING FOREMAN (X2 POSTS)**

SALARY : R201 093 per annum
CENTRE : **Durban Regional Office:**
Mpangeni M/O Ref No: 2026/406A
Durban Regional Office Ref No: 2026/406B
REQUIREMENTS : A minimum of NQF level 3 (Grade 10/ABET level 4). Relevant years of experience required. Good interpersonal skills, good communication and literacy. Knowledge of usage of cleaning materials and equipment. Knowledge of using chemicals and working under hazardous conditions.
DUTIES : The effective monitoring of cleaning services, Inspect the physical environments to ensure hygiene and cleanliness, monitor the condition and availability of cleaning equipment, order, receive, distribute cleaning materials and compile cleaning reports. To notify maintenance department of any maintenance defects, safety hazards, or plumbing/ electrical issues. Manage and resolve complaints and grievances for professional conduct, compile attendance reports, delegate work responsibilities, supervise staff according to PMDS.
ENQUIRIES : Mr ST Ngcobo Tel No: (031) 3147176
APPLICATIONS : Email Applications for the position of Supervisor: Cleaning Foreman must be submitted to: RecruitDBN26-15@dpw.gov.za

POST 42/164 : **CLEANER**

SALARY : R144 024 per annum
CENTRE : **Durban Regional Office:**
Dundee M/O Ref No: 2026/407A (X2 Posts)
Ubombo M/O Ref No: 2026/407AB (X1 Post)
Maphumulo M/O Ref No: 2026/407C (X1 Post)
Stenga M/O Ref No: 2026/407D (X2 Posts)
Ezingolweni M/O Ref no: 2026/407E (X1 Post)
Mpangeni M/O Ref No: 2026/407F (X2 Posts)
Ladysmith M/O Ref No: 2026/407G (X1 Post)
Nkanyezi M/O Ref No: 2026/407H (X1 Post)
Bergville M/O Ref No: 2026/407I (X1 Post)
Hlanganani M/O Ref No: 2026/407J (X1 Post)

Escort M/O Ref No: 2026/407K (X1 Post)
Verulam Ref No: 2026/407L (X1 Post)

REQUIREMENTS	:	A minimum of ABET level 4. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.
DUTIES	:	Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, courtyard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.
ENQUIRIES	:	Mr S Ngcobo Tel No: (031) 3147176
APPLICATIONS	:	Email Applications for the position of Cleaner must be submitted to: RecruitDBN26-16@dpw.gov.za

DEPARTMENT OF SCIENCE, TECHNOLOGY AND INNOVATION

The Department of Science, Technology and Innovation is committed to employment equity in line with its Employment Equity Plan. All suitably qualified candidates, including persons with disabilities, are encouraged to apply.

CLOSING DATE : 04 December 2026

NOTE : Applicants must use the prescribed Z83 Application for Employment Form (2021 version) when applying for advertised positions. The form can be downloaded from the following link: https://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf. Applications submitted using the pre-2021 Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience; current remuneration package; and at least two contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including those applying for a role in the Senior Management Service (SMS), shall undertake two pre-entry assessments. One is a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other is an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The requirements for appointment at SMS level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government (Nyukela Certificate), which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.
Candidates must provide proof of successful completion of the course prior to appointment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be appointed based on positive results of a pre-employment screening process, which includes criminal, credit, citizenship checks and verification of educational qualification certificates and vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, your application has been unsuccessful. The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 42/165 : **DEPUTY DIRECTOR-GENERAL: INNOVATION AND SUSTAINABLE TECHNOLOGIES REF NO: DSTI 2026/01**

SALARY : R1 885 710 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Postgraduate qualification at NQF level 8 in natural sciences, engineering or a related field, or an equivalent qualification. A master's degree and /or PhD would be an added advantage. A minimum of eight years' experience at senior management level within innovation, research and development field. Knowledge of the White Paper on Science, Technology and Innovation, Decadal Plan and Medium-Term Development Plan. Knowledge of the national system of innovation. Knowledge of the Public Finance Management Act, 1999, and Treasury Regulations. Knowledge of departmental policies and strategies. Knowledge of government priorities and policy formulation. Knowledge of the Public Service Act, 1994, and Regulations. Knowledge of the Technology Innovation Agency Act, 2008, South African National Space Agency (SANSA) Act, 2008, Section 11(D) of the Income Tax Act, 1962, the Promotion of Administrative Justice Act, 2000, and Intellectual Property Rights from Publicly Financed Research and Development Act, 2008 (IPR Act). Understanding of international cooperation environment. Knowledge and understanding of national and international research, development and

innovation funding organisations. Strategic capability and leadership skills. Proven track record of leadership at executive level as well as relevant networks nationally and internationally for the benefit of the department. Programme and project management skills. Financial management and change management skills. People management and empowerment skills. Service delivery innovation, problem-solving and analysis skills. Communication, stakeholder management skills and good interpersonal relations. Ability to work under pressure, individually and in team. Be innovative, creative and diplomatic.

DUTIES : Provide leadership in technology innovation planning and commercialisation of South African publicly funded intellectual property including provision and coordination of research and development incentives to stimulate private sector investment and enhance South Africa's readiness for the 4th industrial revolution. Provide leadership moving South Africa towards a knowledge-based bioeconomy. Provide leadership in the planning, development and implementation of energy security and net zero. Provide leadership and management of the National Intellectual Property Management Office and the implementation of the IPR Act. Ensure performance alignment of supporting entities to the priorities of the Decadal Plan in support of a coherent national system of innovation. Strategic profiling of the Innovation and Sustainable Technologies research mandate with stakeholders. Provide strategic management, including people management and empowerment and financial management of the allocated budget for the branch.

ENQUIRIES : Zanele Ngwenya Tel No: (012) 843 6409 or cell no: +2782 808 0490

APPLICATIONS : Applications must be emailed to ddgist@dsti.gov.za

POST 42/166 : **CHIEF EXECUTIVE OFFICER: NATIONAL ADVISORY COUNCIL ON INNOVATION (NACI) REF NO: DSTI 2026/02**

SALARY : R1 885 710 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A postgraduate qualification at NQF level 8 in natural sciences, engineering, technology innovation studies, public policy, public administration, economics or a related field, or an equivalent qualification. A master's degree and /or PhD would be an added advantage. A minimum of eight years' experience at senior management level within the National System of Innovation, research and policy environment, including experience in policy advisory and development, monitoring and evaluation, strategic planning and governance. Knowledge and understanding of the national system of innovation (NSI) and science, technology and innovation policy (ST&I) and systems. Knowledge of government policies as well as departmental policies (Public Finance Management Act, 1999, Public Service Act, 1994, Public Service Regulations, Treasury Regulations etc.) Knowledge of departmental policies, strategies, government priorities and policy formulation. Knowledge of policy advisory and development, monitoring and evaluation systems, Strategic planning and governance. Understanding of stakeholder and intergovernmental relations. Knowledge and understanding of governance and compliance issue in terms of boards and councils. Strategic capability and leadership. Planning and budgeting skills. Report writing skills. Policy analysis skills. Programme and project management skills. People management and empowerment skills. Financial management, change management and knowledge management skills. Service delivery innovation, problem-solving and analysis skills. Customer orientation and service skills. Policy development skills. Communication (writing, presentation and verbal) skills, computer literacy, research and analytical skills. Events management skills. Managerial and negotiation skills. Stakeholder management and conflict management skills. Legal and regulatory compliance skills.

DUTIES : Management, coordination and stimulation of the NSI through strategic intelligence, policy alignment, system governance and proactive responses to emerging ST&I developments. Manage and oversee the provision of an independent ST&I monitoring and evaluation function and portal for NSI data collection, analysis, and policy support. Manage and oversee ST&I foresight exercises, trend analyses and environmental scanning to guide government responses to future challenges. Manage and oversee the development and maintenance of ST&I indicators. Ensure governance, compliance and provide evidence-based strategic advice. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Zanele Ngwenya – Tel No: (012) 843 6409 or cell no: +2782 808 0490

APPLICATIONS : Applications must be emailed to ceonaci@dsti.gov.za.

POST 42/167 : **CHIEF DIRECTOR: ENERGY SECURITY & NET ZERO REF NO: DSTI 2026/03**

SALARY : R1 554 696 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in natural sciences, engineering or a related field, or an equivalent qualification. A master's degree would be an added advantage. A minimum of five years' experience at senior management level in technology-based energy research environment. Knowledge of South African and global energy landscape, including Hydrogen Society Roadmap. Knowledge of transport fuel, renewable energy technologies and options, the energy system and the associated value chains. Knowledge of the Medium-Term Strategic Framework, government planning framework (Lekgotla and Makgotla). Knowledge and understanding of policy analysis and implementation. Knowledge and understanding of the Public Service Act, 1994, and Public Finance Management Act, 1999, and Regulations. Knowledge and understanding of policy analysis and implementation. Understanding of corporate governance systems. Understanding of government operations and mandates of various partners in the national system of innovation. Understanding of legal and contracting issues and South African foreign policy. Strategic capability and leadership and managerial skills. Programme and project management skills. People management and empowerment skills. Problem-solving, communication and knowledge management skills. Conflict and stakeholder management skills. Analytical, research, impact and influential skills. Managerial, negotiation and stakeholder management skills. Ability to network for the benefit of the Department. Interpersonal relations and diplomacy. Be able to work under pressure, individually and in a team. Ability to interact at all levels and be innovative and creative.
DUTIES : Lead the development of bankable business cases to support the commercialisation of priority technologies in line with the objectives of the Decadal Plan and drive strategic partnerships with the private sector. Manage and facilitate the translation of research and development in clean energy technologies in the South African energy system to support the move towards zero carbon economy by 2050. Facilitate strategic profiling of programme mandate with stakeholders to promote innovation, technology transfer and commercialisation. Provide strategic advice to government. Support the transformation towards a knowledge-based economy including through human capital development. Provide strategic management, including people management and empowerment and financial management of the allocated budget.
ENQUIRIES : Kenny Tenza - Cell +2771 134 8514
APPLICATIONS : Applications must be emailed to cdiie@dsti.gov.za

POST 42/168 : **CHIEF DIRECTOR: INDIGENOUS KNOWLEDGE SYSTEMS REF NO: DSTI 2026/04**

SALARY : R1 554 696 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in natural /physical sciences or a related field, or an equivalent qualification. A master's degree would be an added advantage. A minimum of five years' experience at senior management level within a public policy or research environment. Experience of independent research practice. Knowledge of the Protection, Promotion, Development and Management of Indigenous Knowledge Act, 2019. Knowledge and understanding of national system of innovation. Understanding of corporate governance systems. Knowledge and understanding of policy formulation, analysis, implementation and monitoring and evaluation. Knowledge of research training, support and funding value chain. Indicator development and management. Knowledge and understanding of Public Finance Management Act, 1999, and Public Service Act, 1994, and Regulations. Knowledge of key constitutional principles and public management and financial legislation. Strategic capability and leadership skills. Systems analysis and design thinking skills. Programme design and project management skills. People management and empowerment skills. Financial and contract management skills. Change management and knowledge management skills. Service delivery and innovation skills. Customer orientation and service skills. Problem solving

skills. Policy development skills. Communication (writing, presentation and verbal) skills. Computer literacy and digital skills. Research and analytical skills. Events management skills. Managerial skills. Negotiation, conflict management and stakeholder management skills.

DUTIES : Develop, manage and facilitate national policy and legislation for indigenous knowledge systems, aligned with global developments. Manage and build capability for a dynamic indigenous knowledge system. Manage the implementation of the African knowledge systems-inspired research and innovation for enterprise development platforms. Manage and enable indigenous knowledge protection, recognition and commercialisation. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Imraan Patel Tel No: (012) 843 6430 or Cell: +2782 800 5531

APPLICATIONS : Applications must be emailed to cdiks@dsti.gov.za

POST 42/169 **CHIEF DIRECTOR: RDI-LED MANUFACTURING AND INDUSTRIALISATION REF NO: DSTI 2026/05**

SALARY : R1 554 696 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in engineering, technology, management, business administration or a related field, or an equivalent qualification. A master's degree would be an added advantage. A minimum of five years' experience at senior management level within industry or science and technology planning and development environment. Knowledge and understanding of national system of innovation. Knowledge and understanding of policy analysis and implementation. Knowledge and understanding of Public Finance Management Act, 1999, and Public Service Act, 1994, and Regulations. Knowledge and management of relevant legislation. Understanding of corporate governance systems. Good strategic capability and leadership skills. Programme and project management skills. Good financial and change management skills. People management and empowerment skills. Good problem-solving, policy development and interpretation skills. Excellent writing, presentation and verbal communication skills. Managerial and negotiation skills. Research and analytical skills. Ability to cultivate good working relations and interpersonal relations. Ability to network for the benefit of the Department. Ability to work under pressure, individually and in a team. Innovative, creative, diplomatic and a strategic thinker.

DUTIES : Provide policy and strategy leadership to advance the implementation of the DSTI's mining modernisation initiatives. Provide policy and strategy leadership to advance the implementation of the Department's manufacturing modernisation initiatives. Provide policy and strategy leadership to advance the implementation of the Department's technology diffusion initiatives. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Mmboneni Muofhe Tel No: (012) 843 6341 or Cell: +2782 907 9856

APPLICATIONS : Applications must be emailed cdrlmi@dsti.gov.za

POST 42/170 : **CHIEF DIRECTOR: SUSTAINABLE ECONOMIC ECOSYSTEMS REF NO: DSTI 2026/06**

SALARY : R1 554 696 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in engineering, technology, innovation management, artificial intelligence (AI), computer/data science, economics, natural sciences or a related field, or an equivalent qualification. A master's degree would be an added advantage. A minimum of five years' experience at senior management level in one or more of the following areas: Artificial Intelligence (AI) and emerging digital technologies; research, development and innovation; science, technology and innovation; data science and analytics; digital transformation; technology commercialisation; circular economy; or the development of sectoral and/or regional innovation ecosystems. Knowledge and understanding of national system of innovation. Knowledge and understanding of Public Finance Management Act, 1999, and Public Service Act, 1994, and Regulations. Knowledge and management of global change and climate change, including sustainable environmental technologies. Knowledge of industrial development policies, frameworks and support programmes. Knowledge of international developments in ICT.

Understanding of corporate governance systems. Knowledge and understanding of policy analysis and implementation. Knowledge of AI and advanced computing. Knowledge of data science and advanced analytics. Knowledge of research, innovation and commercialisation management. Stakeholder management skills. Strategic capability and leadership skills. Programme and project management skills. Financial and change management skills. People management and empowerment skills. Problem-solving skills, policy development and interpretation skills. Writing, presentation and verbal communication skills. Managerial and negotiation skills. Research, analytical and events management skills. Ability to network for the benefit of the Department. Ability to work under pressure, individually and in a team. Ability to articulate ideas. Innovative, creative, diplomatic and a strategic thinker.

DUTIES : Develop science, technology and innovation-driven research and development for a sustainable, low-carbon circular economy. Advance digital economy through Foundational Digital Capabilities Research, AI and innovation. Develop and manage sectoral and regional innovation strategies. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Mmboneni Muofhe Tel No: (012) 843 6341 or Cell: +2782 907 9856

APPLICATIONS : Applications must be emailed to cdsee@dsti.gov.za

POST 42/171 : **CHIEF DIRECTOR: INNOVATION INSTRUMENTS AND PARTNERSHIPS REF NO: DSTI 2026/07**

SALARY : R1 554 696 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in science, engineering, technology and innovation management or a related field, or an equivalent qualification. A master's degree would be an added advantage. A minimum of five years' experience at senior management level within a research/engineering/science, technology and innovation environment. Knowledge and understanding of the national system of innovation (NSI). Understanding of corporate governance systems. Knowledge and understanding of policy analysis and implementation, Public Finance Management Act, 1999, and Public Service Act, 1994, and Regulations. Knowledge and management of relevant legislation. Understanding of technology innovation and commercialisation space. Knowledge of innovation financing instruments. Understanding of technology transfer environment. Strategic capability and leadership skills. Programme and project management skills. Financial and change management skills. People management and empowerment skills. Problem-solving skills, policy development and interpretation skills. Writing, presentation and verbal communication skills. Managerial and negotiation skills. Research, analytical and events management skills. Ability to network for the benefit of the Department. Ability to work under pressure, individually and in a team. Ability to articulate ideas. Innovative, creative, diplomatic and a strategic thinker.

DUTIES : Manage and facilitate the development of a market and business intelligence capability for the DSTI and the NSI. Provide leadership in local innovation and technology commercialisation. Manage and facilitate mechanisms to facilitate increased cooperation with private sector stakeholders. Oversight of Technology Innovation Agency. Encourage private sector investment in research and development by promoting the incentive and ensuring its effective administration. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Kenny Tenza - Cell +2771 134 8514

APPLICATIONS : Applications must be emailed to cdiip@dsti.gov.za

POST 42/172 : **CHIEF DIRECTOR: SPACE SCIENCE REF NO: DSTI 2026/08**

SALARY : R1 554 696 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in natural sciences, space science, engineering or a related field, or an equivalent qualification. A master's degree would be an added advantage. A minimum of five years' experience at senior management level within research, development and innovation in the space science and technology environment. Knowledge and understanding of the Public Finance Management Act, 1999, and Public Service Act, 1994 and

Regulations. Knowledge of the South African National Space Agency Act, 2008, and National Space Policy and Strategy. Knowledge of South African Earth Observation Strategy and Spatial Data Infrastructure Act, 2003. Knowledge and understanding of the national system of innovation. Understanding of corporate governance systems. Knowledge and understanding of policy analysis and implementation. Strategic capability and leadership skills. Programme and project management skills. Financial and change management skills. People management and empowerment skills. Problem-solving skills, policy development and interpretation skills. Writing, presentation and verbal communication skills. Managerial and negotiation skills. Research, analytical and events management skills. Ability to network for the benefits of the department. Be able to work under pressure, individually and in a team. Ability to articulate ideas. Innovative, creative, diplomatic and a strategic thinker.

DUTIES : Manage and facilitate the implementation of the National Space Strategy. Oversee South Africa's participation in international, bilateral and multilateral engagements. Provide oversight of satellite systems development and satellite build programme and facilitate implementation of the National Space Programme. Provide oversight of space science and technology infrastructure budgets. Provide oversight to SANSA. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Kenny Tenza - Cell +2771 134 8514

APPLICATIONS : Applications must be emailed to cdsp@dsti.gov.za

POST 42/173 : **GOVERNMENT INFORMATION & TECHNOLOGY OFFICER REF NO: DSTI 2026/09**

SALARY : R1 554 696 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in information technology, computer science, information systems or a related field, or an equivalent qualification. A master's degree would be an added advantage. Relevant professional certifications such as COBIT, ITIL, TOGAF, CRISC, CISA, CITM, CISSP, CGEIT or equivalent would be highly regarded. A minimum of five years' experience at senior management level within ICT management, including strategic ICT governance environment. Knowledge and understanding of enterprise architecture, ICT governance and digital transformation, information and digital security. Knowledge of data management. Knowledge and understanding of technology implications in business, policy development and implementation. Knowledge and understanding of the Public Finance Management Act, 1999, Records Management prescripts, Minimum Information Security Standards and the Promotion of Access to Information Act. People management and empowerment skills. Customer orientation and service. Strategic capability, leadership and management skills. Programme and project management skills. Financial and change management skills. Policy development. Excellent verbal, presentation and writing skills. Relationship building and multi-stakeholder management skills. Ability to work under pressure, individually and in a team. Innovative, creative and a strategic thinker.

DUTIES : Manage and facilitate IT architecture, governance, data management and delivery of business-aligned IT solutions. Manage and facilitate the implementation of IT service delivery operations. Manage and facilitate the provision of information and knowledge management services. Represent the interests of the Department in the Government Information Technology Office and manage the State Information Technology Agency relationship. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Zanele Ngwenya Tel No: (012) 843 6409 or Cell no: +2782 808 0490

APPLICATIONS : Applications must be emailed to gito@dsti.gov.za

POST 42/174 : **DIRECTOR: HEALTH INNOVATION REF NO: DSTI 2026/10**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF Level 7 qualification) in biotechnology, social sciences, health sciences, science and technology, public policy, innovation management or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level in health innovation

and research or a related environment. Knowledge of the national system of innovation, departmental policy and formulation. Knowledge and understanding of the Public Finance Management Act, 1999, and the Public Service Act, 1994. Strategic capability, leadership and managerial skills. Programme and project management skills. People management and empowerment skills. Analytical, research and policy development skills. Financial and change management skills. Service delivery and innovation skills. Negotiation and stakeholder management skills. Ability to network for the benefit of the Department. Good interpersonal relation skills and diplomatic. Ability to work under pressure, work individually and in a team. Ability to articulate ideas. Ability to interact at all levels and be innovative and creative.

DUTIES : Coordinate the development of the health innovation policy. Provide and coordinate strategic health research and skills development. Conduct research on commercialisation for economic and health impact. Provide strategic management, including people management and empowerment, and financial management of the allocated budget.

ENQUIRIES : Ben Durham Tel No: (012) 843 6531 or Cell no +2783 653 4422

APPLICATIONS : Applications must be emailed to dhi@dsti.gov.za

POST 42/175 : **DIRECTOR: RESEARCH AND DEVELOPMENT INCENTIVES REF NO: DSTI 2026/11**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in science, commerce, engineering or law or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level in a scientific and technological R&D environment or industrial incentives programme. Knowledge and understanding of policy analysis and impact evaluation approaches. Understanding of science and technology policies, the institutional landscape and government programmes for investment in R&D and innovation. Understanding of the Income Tax Act, the Promotion of Administrative Justice Act, 2000, and other relevant legislation, i.e. patents, copyrights, designs and R&D incentives and their international environment. Understanding of corporate governance and the Public Financial Management Act, 1999. Strategic capability, leadership and managerial skills. Programme and project management skills. People management and empowerment skills. Analytical, research and policy development skills. Financial and change management skills. Service delivery and innovation skills. Managerial, negotiation and risk management skills. Ability to work under pressure, both independently and as part of a team. Relationship building and multi-stakeholder management. Be innovative, creative and a strategic thinker.

DUTIES : Provide and coordinate the development of strategy and policies to promote R&D incentives. Manage technical assessment and adjudicatory support for applications in terms of section 11D of the Income Tax Act. Conduct monitoring and evaluation and ensure compliance. Develop and provide policy guidance and reporting. Provide strategic management including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Kenny Tenza - Cell +2771 134 8514

APPLICATIONS : Applications must be emailed to drdi@dsti.gov.za

POST 42/176 : **DIRECTOR: ST&I IMPACT ASSESSMENT REF NO: DSTI 2026/12**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor’s Degree (NQF level 7 qualification) in economics, public policy, development studies, monitoring and evaluation, science, technology and innovation (ST&I) studies, statistics, data science, public administration or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level in the field of monitoring and evaluation frameworks and systems or impact assessment methodologies (quantitative and qualitative). Policy analysis and programme evaluation within the public sector at middle or senior managerial level. Knowledge of the Public Service Act, 1994, and Regulations, Public Finance Management Act, 1999, and government planning and reporting frameworks (National Development Plan, Medium-Term Strategic Framework, Annual Performance Plan, annual reports). Knowledge of theory of change, results-based management and performance management systems. Knowledge of impact evaluation methodologies (e.g. cost-benefit analysis, econometric analysis, quasi-

experimental methods), data governance, research ethics and statistical analysis principles. Knowledge of national ST&I policy frameworks and innovation systems. Knowledge of project and programme management methodologies. Strategic capability and leadership skills. Programme and project management skills. Financial management. change management skills. People management and empowerment skills. Service delivery and innovation skills. Customer orientation and service skills. Problem solving skills. Policy development skills. Communication (writing, presentation and verbal), computer literacy, research and analytical skills. Events management skills. Managerial, negotiation, and stakeholder management skills. Ability to network for the benefit of the Department. Ability to work under pressure and be diplomatic. Ability to work individually and in a team. Ability to interact at all levels. Ability to articulate ideas. Analytic and critical thinking skills. Innovative, creative and a strategic thinker.

DUTIES : Develop national system of innovation impact assessment tools and methodologies. Analyse ST&I contributions to economic growth and competitiveness. Study knowledge-intensive industries and ST&I-based small, medium and micro enterprise (SMME) development. Analysis of ST&I-based SMME and innovation-driven enterprise development. Facilitate stakeholder engagement. Provide strategic management, Provide strategic management including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : David Mmakola Tel No: (012) 843 6745 or Cell: +2773 218 9939

APPLICATIONS : Applications must be emailed to dsia@dsti.gov.za

POST 42/177 : **DIRECTOR: ST&I AGENDA SETTING REF NO: DSTI 2026/13**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in public policy, innovation studies, development studies, economics, science and technology policy or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level in the field in strategic planning and intergovernmental coordination. Understanding of the national system of innovation, Public Service Act, 1994, and Regulation and Public Finance Management Act, 1999. Understanding strategic planning and intergovernmental coordination. Knowledge of public sector governance and planning frameworks. Understanding of monitoring and evaluation systems and policy analysis. Strategic capability and leadership skills. Proqualification gramme and project management skills. Financial management, change management, people management and empowerment skills. Service delivery and innovation skills. Customer orientation and service skills. Problem-solving skills. Policy development skills. Communication (writing, presentation and verbal), computer literacy, research and analytical skills. Events management skills. Managerial, negotiation and stakeholder management skills. Ability to network for the benefit of the Department. Good interpersonal skills. Diplomatic. Ability to work under pressure, individually and in a team. Ability to interact at all levels. Ability to articulate ideas. Analytical, critical and strategic thinking skills. Innovative and creative.

DUTIES : Formulate and coordinate the national ST&I strategic agenda. Coordinate cross-sectoral alignment of ST&I priorities and oversee the recording, communication and implementation monitoring of Plenary and Inter-Ministerial Committee resolutions. Integrate ST&I priorities into programmes, policies and initiatives. Provide and coordinate monitoring and evaluation insights and future trends. Ensure national system of innovation coordination and alignment of the DSTI-funded institutions. Facilitate stakeholder engagement. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Happy Molefe Tel No: (012) 843 6651 or Cell: +2773 376 3888

APPLICATIONS : Applications must be emailed to dsas@dsti.gov.za.

POST 42/178 : **SENIOR POLICY ANALYST REF NO: DSTI 2026/14 (X3 POSTS)**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in public policy, public administration, development studies, social sciences (e.g. political science, economics, sociology) science, technology and innovation (ST&I) policy, innovation studies, international relations, law, governance or a related field, or

an equivalent qualification. A minimum of five years' experience at middle or senior management level in policy research, development, analysis, or strategy or ST&I-related environment. Knowledge and understanding of government policy development processes. Knowledge of South African policy and legislative frameworks (e.g., Public Service Act, 1994, and Regulations, Public Finance Management Act, 1999, policy prescripts). Familiarity with ST&I systems, national and international policy landscapes. Experience in monitoring, reporting and evaluation of policy implementation. Strategic capability and leadership skills. Programme and project management skills. Financial management, change management, and people management and empowerment skills. Service delivery and innovation skills. Customer orientation and service skills. Problem solving skills. Policy development skills. Communication skills (writing, presentation and verbal). Computer literacy, research and analytical skills. Events management. Managerial, negotiation and stakeholder management skills. Risk management, planning and budgeting skills. Report writing skills. Policy analysis skills. Knowledge management skills. Conflict management skills. Legal and regulatory compliance skills.

DUTIES : Develop and align ST&I policies, strategies and frameworks. Provide evidence-based insights and foresight. Facilitate policy coordination and legal/regulatory support. Ensure global engagement and adoption of best practices. Facilitate stakeholder engagement. Provide strategic management.

ENQUIRIES : David Mmakola Tel No: (012) 843 6745 or Cell: +2773 218 9939

APPLICATIONS : Applications must be emailed to ssnpi@dsti.gov.za.

POST 42/179 : **DIRECTOR: ENERGY STORAGE, NUCLEAR AND POWER REF NO: DSTI 2026/15**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in natural sciences, engineering and technology management or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level within the research; engineering or power sectors. Knowledge and understanding of the energy sector. Knowledge and understanding of mineral value chains in South Africa, SADC and Africa. Knowledge and understanding of the relevant supply chains necessary to develop and commercialise local technologies. Knowledge and understanding of the South African energy system from the supply side through to demand as well as the challenges that face the energy sector (i.e. energy security, energy access and environmental protection). Knowledge and understanding of the national system of innovation. Understanding of corporate governance systems. Knowledge and understanding of policy and strategy analysis, development and implementation. Good working knowledge and understanding of Public Finance Management Act, 1999. Knowledge and management of relevant policies and legislation (e.g. National Development Plan). Understanding of the implications of international agreements on the uptake of clean energy technologies. Understanding of government planning process (i.e. Medium-term strategic plans, five-year strategic plans, annual performance plans). Understanding of government reporting and monitoring and evaluation. Good strategic capability and leadership skills. Programme and Project Management skills. Excellent people management and empowerment skills. Good financial and change management skills. Good problem-solving and policy development skills. Excellent writing, presentation and verbal communication skills. Good managerial skills. Good research and analytical skills. Good interpersonal relations. Ability to network for the benefit of the Department. Ability to work under pressure, individually and in a team. Diplomatic, savvy and good analytical and critical thinking. Innovative, creative and strategic.

DUTIES : Enable the translation of ideas from research and development in strategic and emerging focus areas in energy storage, nuclear energy and power into commercial products, processes and services. Lead and coordinate the implementation of strategic policy initiatives to ensure adherence to the Department's research mandate. Strategic profiling of the Directorate's mandate with stakeholders to promote innovation, technology transfer and commercialisation. Support the development of human capital and knowledge products for sustainable energy. Provide strategic management, including people management, empowerment and financial management of the allocated budget.

ENQUIRIES : Nobathembu Sebatana - Cell: +2766 261 1635
APPLICATIONS : Applications must be emailed to desnp@dsti.gov.za

POST 42/180 : **DIRECTOR: INNOVATION FOR SERVICE DELIVERY PROGRAMME REF NO: DSTI 2026/16**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in the built environment, housing and development planning or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level in human settlements, public management, development programme, municipal or local government or related environment. Knowledge of the national system of innovation. Understanding of the application of science, technology and innovation for sustainable human settlements. Knowledge of the Public Finance Management Act, 1999 and Public Service Act 1994, and Regulations. Knowledge of policy development, policy analysis and strategic planning. Knowledge of social innovation. Understanding of transformative innovation policy. Knowledge of municipalities and entrepreneurship. Knowledge of the South African innovation ecosystem. Knowledge of the service delivery environment in municipalities and government. Knowledge of government policies, processes and procedures. Knowledge of Geographic Information Systems. Strategic capability and leadership skills. Programme and project management skills. Financial management and people management and empowerment skills. Problem-solving skills and policy development skills. Writing, presentation and verbal communication skills. Good managerial skills. Ability to cultivate good working relations. Ability to network for the benefit of the Department. Ability to work under pressure, individually and in a team. Diplomatic and savvy. Strong analytical and critical-thinking skills.
DUTIES : Develop, demonstrate and implement technologies and innovation to improve the delivery of basic services and human settlements, drive inclusion in the catalytic areas of the economy and create a transformative policy environment. Deliver operational targets for the Innovation for Service Delivery Programme. Establish and maintain relationships with implementing agencies, communities, agencies, government departments, municipalities and technology partners. Provide strategic management including people management and empowerment and financial management of the allocated budget.
ENQUIRIES : Tshepang Mosiea Tel No: (012) 843 6466 or Cell: +2776 928 5050
APPLICATIONS : Applications must be emailed to disdm@dsti.gov.za

POST 42/181 : **DIRECTOR: IT ARCHITECTURE, DATA & SOLUTIONS REF NO: DSTI 2026/17**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in IT, computer science, information systems or a related field, or an equivalent qualification. Any relevant professional certifications or accreditations, such as CRISC, CISA, ITIL, CITM, CISSP or CGEIT, would be an added advantage. A minimum of five years' experience at middle or senior management level within IT architecture, systems design, or enterprise solutions. Knowledge and understanding of enterprise architecture frameworks. Knowledge and understanding software development lifecycle and DevOps. Knowledge and understanding of the Public Financial Management Act, 1999, public service regulations, cybersecurity regulations policies and directives. Understanding of IT governance (COBIT, ITIL), cybersecurity standards (ISO 27001). Understanding of enterprise architecture and cloud computing and experience in managing large-scale IT infrastructure and service delivery. Knowledge of technical hardware and software and up to date with latest IT developments. Strategic capability and leadership and managerial skills. Programme and project management skills. People management and empowerment skills. Analytical, research and policy development skills. Financial and change management skills. Service delivery and innovation skills. Managerial, negotiation and stakeholder management skills. Vendor and contract management skills. Ability to network for the benefit of the Department. Good interpersonal relations and a strategic thinker. Ability to work under pressure,

work individually and in a team. Ability to articulate ideas. Ability to interact at all levels and be innovative and creative.

DUTIES : Ensure IT governance and strategic alignment. Lead business analysis and solution validation. Provide IT solution design, deployment and integration. Develop and maintain IT solution lifecycle management. Develop innovation and emerging technology enablement. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Zanele Ngwenya Tel No: (012) 843 6409 or Cell: +2782 808 0490

APPLICATIONS : Applications must be emailed to ditads@dsti.gov.za

POST 42/182 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSTI 2026/18**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in commerce, administration, supply chain management, logistics or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level in supply chain management environment. Knowledge of public service rules and prescripts. Knowledge of the Public Finance Management Act, 1999, and Treasury Regulations. Knowledge of asset management processes and procedures. Knowledge of procurement policies and procedures (Broad-based Black Economic Empowerment Act, 2003, and Preferential Procurement Policy Framework Act, 2000). Knowledge of supply chain framework and environment. Strategic capability, leadership and managerial skills. Programme and project management skills. People management and empowerment skills. Analytical, research and policy development skills. Financial and change management skills. Service delivery and innovation skills. Knowledge management and problem-solving skills. Writing, presentation, verbal and conflict management skills. Managerial, negotiation, and stakeholder management skills. Ability to interact at all levels and to articulate ideas. Ability to work under pressure and work individually and in a team. Analytical, strategic and critical thinker. Innovative and creative.

DUTIES : Effective and efficient demand and procurement planning. Provide acquisition and contract management. Ensure efficient logistics management. Efficient and effective management of assets. Develop and review supply chain management policies, procedures, risk and internal controls and reporting. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Robert Shaku Tel No: (012) 843 6726 or Cell: +2778 801 0432

APPLICATIONS : Applications must be emailed to dscm@dsti.gov.za

POST 42/183 : **DIRECTOR: ENABLING TECHNOLOGIES SUPPORT REF NO: DSTI 2026/19**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in natural sciences, physical sciences or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level within the science, technology and innovation and research environment. Knowledge and understanding of the national systems of innovation. Knowledge of emerging and converging technologies trends. Understanding of corporate governance systems. Knowledge and understanding of policy analysis and implementation. Knowledge of the Public Service Act, 1994, and Regulations, Public Finance Management Act, 1999, and management of government policies and relevant legislation. Strategic capability and leadership skills. Programme and project management skills. Financial and change management skills. People management and empowerment skills. Problem-solving skills, policy development and interpretation skills. Writing, presentation and verbal communication skills. Managerial and negotiation skills. Research, analytical and events management skills. Ability to network for the benefit of the Department. Ability to work under pressure, individually and in a team. Ability to articulate ideas. Diplomatic and a strategic thinker. Innovative and creative.

DUTIES : Manage development of emerging and converging technologies policies, strategies and implementation plans in support of national and departmental policies and strategies. Manage the development and management of instruments of planning. Develop appropriate and robust performance measurement and reporting mechanisms. Provide strategic management,

including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Kenny Tenza - Cell +2771 134 8514
APPLICATIONS : Applications must be emailed to dets@dsti.gov.za

POST 42/184 : **DIRECTOR: INDUSTRIAL BIO- MANUFACTURING REF NO: DSTI 2026/20**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in biotechnology or a related bioscience discipline, or an equivalent relevant qualification. A minimum of five years' experience at middle or senior management level in industrial biotechnology or related science/innovation environment. Extensive experience in stakeholder engagement and industrial development within the national system of innovation (NSI). Knowledge of NSI and Bio-economy Strategy. Knowledge of industrial biotechnology innovation, policy implementation and review, Public Service Act, 1994, and Regulations and Public Finance Management Act, 1999. Strategic capability and leadership skills. Programme and project management skills. Financial and change management skills. People management and empowerment skills. Problem-solving skills, policy development and interpretation skills. Writing, presentation and verbal communication skills. Managerial and negotiation skills. Research, analytical and events management skills. Ability to network for the benefit of the Department. Ability to work under pressure, individually and in a team. Ability to articulate ideas. Diplomatic and a strategic thinker. Innovative and creative.
DUTIES : Provide and coordinate technological innovations in respect of industrial biomanufacturing (industrial and environmental sectors of the bioeconomy). Coordinate the development of high-end human resources and bio-entrepreneurial skills and engagements of the bioeconomy in respect of industrial biomanufacturing (industrial and environmental sectors). Provide and coordinate investment in pilot and demonstration facilities of the industrial biomanufacturing (industry and environment) implementation plan. Provide strategic management, including people management and empowerment and financial management of the allocated budget.
ENQUIRIES : Ben Durham Tel No: (012) 843 6531 or Cell: +2783 653 4422
APPLICATIONS : Applications must be emailed to dibm@dsti.gov.za

POST 42/185 : **DIRECTOR: INNOVATION PARTNERSHIPS AND SUSTAINABLE ECOSYSTEMS REF NO: DSTI 2026/21**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in economics, technology management or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level within government policy processes and implementation environment. Knowledge and understanding of the national system of innovation and international innovation systems analysis. Practice in innovation instrument design, corporate governance and management. Knowledge of government policy and systems. Knowledge and understanding of policy analysis and implementation. Knowledge and understanding of Public Service Act, 1994, and Regulations, and Public Finance Management Act, 1999, and other related legislation. Strategic capability and leadership skills. Programme and project management skills. Financial and change management skills. People management and empowerment skills. Problem-solving skills, policy development and interpretation skills. Writing, presentation and verbal communication skills. Managerial and negotiation skills. Research, analytical and events management skills. Ability to network for the benefit of the Department. Ability to work under pressure, individually and in a team. Ability to articulate ideas. Diplomatic and a strategic thinker. Innovative and creative.
DUTIES : Provide strategic leadership and guidance with respect to the implementation of the functional framework for enabling innovation to technology innovation support policy instruments. Ensure strategic management, engagement and coordination of the innovation ecosystem. Strategic business and market intelligence gathering, analysis and dissemination. Provide strategic management, including people management and empowerment and financial management of the allocated budget.
ENQUIRIES : Kenny Tenza - Cell +2771 134 8514

APPLICATIONS : Applications must be emailed to dipse@dsti.gov.za

POST 42/186 : **DIRECTOR: RENEWABLE POWER AND SMART ENERGY REF NO: DSTI 2026/22**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7 qualification) in natural sciences, engineering, technology management or a related field, or an equivalent qualification. A minimum of five years' experience at middle or senior management level within the research; engineering or power sector. Understanding of the energy sector. Well-developed understanding of mineral value chains in South Africa, SADC and Africa. Well-developed understanding of the relevant supply chains necessary to develop and commercialise local technologies. Above average understanding of the South African energy system from supply to demand as well as the challenges that face the energy sector (i.e. energy security, energy access and environmental protection). Good knowledge and understanding of the national system of innovation. Understanding of corporate governance systems. Good knowledge and understanding of policy and strategy analysis, development and implementation. Good working knowledge and understanding of the Public Finance Management Act, 1999. Knowledge and management of relevant policies and legislation (e.g. Intellectual Property Rights from Publicly Financed Research and Development, Act 2008, National Development Plan). Understanding of the implications of international agreements on the uptake of clean energy technologies. Understanding of government planning process (i.e. medium-term strategic plans, five-year strategic plans, annual performance plans). Strategic capability and leadership skills. Programme and project management skills. Financial and change management skills. People management and empowerment skills. Problem-solving, policy development and interpretation skills. Writing, presentation and verbal communication skills. Managerial and negotiation skills. Research, analysis and events management skills. Relation-building and multi-stakeholder management skills. Ability to work under pressure, individually and in a team. Ability to articulate ideas. Science diplomacy and strategic thinking skills. Innovative and creative.
DUTIES : Enable the translation of ideas from research and development in strategic and emerging focus areas in renewable energy and storage, energy transport systems, biofuels, battery value chain and carbon capture, utilisation, and storage into commercial products, processes and services. Lead and coordinate the implementation of strategic policy initiatives to ensure adherence with the DSTI research mandate. Strategic profiling of the Directorate's mandate with stakeholders to promote innovation, technology transfer and commercialisation. Support the development of human capital and knowledge products for sustainable energy. Provide strategic management, including people management and empowerment and financial management of the allocated budget.
ENQUIRIES : Nobathembu Sebatana - Cell: +2766 261 1635
APPLICATIONS : Applications must be email to dresp@dsti.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

APPLICATIONS	:	Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word and PDF. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying i.e. "REF NO: PA"
CLOSING DATE	:	04 December 2026 at 23h59. Applications received after the closing date will not be considered.
NOTE	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp.

OTHER POST

POST 42/187	:	**PERSONAL ASSISTANT REF NO: PA**
SALARY	:	R338 106 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	Secretarial Diploma or equivalent qualification as recognised by SAQA. B. Degree/National Diploma in Office Practice, Secretarial Studies or Business / Public Administration will be an added advantage. 3-5 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management will be an added advantage). Job related knowledge: Basic knowledge on financial administration. Knowledge of office administration and secretarial practices within a public sector or corporate environment. Working knowledge of relevant legislation, policies, and procedures related to records management, finance, procurement and information security. Understanding of governance, reporting and accountability frameworks. Job related skills: Secretarial and personal assistant skills, including minute-taking, preparation of briefing notes, and coordination of meetings (virtual and physical). Proficiency in electronic document management systems (EDMS) and records management practices. Ability to manage workflows, track action items, and follow up on deliverables. Strong computer literacy, including proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and collaboration tools such as MS Teams or similar platforms. Ability to work effectively in a paperless or digital-first environment. Familiarity with online meeting platforms, electronic scheduling systems, and digital filing systems. Understanding of basic budgeting, expenditure monitoring, and financial reporting processes. Ability to interpret BAS and financial management system reports. Knowledge of procurement processes and compliance with relevant legislative and policy requirements. Job competencies: Excellent verbal and written communication skills, including the

ability to draft clear, professional correspondence and reports. Ability to communicate effectively with senior management, internal teams, external stakeholders, and executive offices. Strong listening skills with the ability to accurately interpret instructions and convey messages. High level of discretion and integrity in handling sensitive, confidential, and classified information. Strong understanding of ethical conduct and compliance with organisational policies and legislative frameworks. Professional demeanour in both virtual and face-to-face engagements. Proven ability to manage complex diaries, competing priorities, and tight deadlines in a hybrid working environment. Strong organisational skills with attention to detail and accuracy. Ability to anticipate needs and proactively support the Senior Manager. Ability to identify issues, analyse information, and provide practical recommendations to the Senior Manager. Sound judgement in prioritising tasks and managing urgent matters. Ability to build and maintain effective working relationships with internal and external stakeholders. Strong coordination and follow-up skills to ensure timely responses and completion of tasks. Ability to adapt to changing priorities, systems, and working arrangements. Resilient under pressure, with the ability to maintain performance during peak workloads. Driver's licence will be considered an added advantage.

DUTIES : Serve as the first point of contact for the Office of the Senior Manager, both virtually and in-person. Receive, screen, redirect, and prioritise telephone calls, emails and digital correspondence; clarify instructions and accurately relay messages. Manage electronic communication platforms (email, MS Teams, virtual meeting platforms). Operate, maintain, and effectively utilise office and digital equipment, including computers, multifunction printers, scanners and secure shredding systems. Scrutinise electronic documents and submissions to identify required actions, information gaps and supporting documentation for meetings. Collect, compile and organise meeting packs and briefing documents using electronic document management systems (EDMS). Record accurate minutes and decisions during physical and virtual meetings, distribute action items electronically and monitor progress. Prepare concise briefing notes, presentations and summaries for the Senior Manager as required. Coordinate logistical arrangements for meetings, workshops and events, including virtual meetings, hybrid sessions and online calendars. Manage and coordinate the Senior Manager's diary using digital calendar systems, ensuring effective time management and prioritisation. Exercise discretion and confidentiality in scheduling appointments, meetings and engagements across hybrid platforms. Coordinate travel arrangements (flights, accommodation, car rentals) through approved online travel management systems and service providers. Maintain accurate electronic records of travel itineraries, approvals and related documentation. Manage the flow of information and correspondence to and from the Office of the Senior Manager through electronic workflows and digital filing systems. Ensure secure storage, retrieval and safeguarding of electronic documents in compliance with applicable legislation, policies, and records management standards. Coordinate inputs, collate information and compile electronic reports, including task registers, monthly, quarterly and annual reports. Review submissions and reports for alignment, accuracy, formatting, grammar and compliance; provide recommendations and notes to the Senior Manager. Coordinate leave administration, attendance records and telephone or data usage accounts for the Office using HR and financial management systems. Draft, type, format and edit correspondence, reports, submissions, memoranda and letters using standard digital templates. Collect, coordinate, and maintain electronic records related to the Manager's Office budget and procurement activities. Provide budget inputs and supporting information to assist the Senior Manager with MTEF submissions and planning processes. Maintain records of expenditure commitments, monitor spending trends, and alert the Manager to potential over- or under-expenditure. Review and reconcile BAS and financial system reports to ensure correct allocation of expenditure. Compare MTEF allocations with requested budgets and inform the Senior Manager of variances or changes. Identify the need for budget shifts between items, consult with the Senior Manager, and prepare draft electronic memoranda and submissions in line with legislative requirements. Liaise with internal and external stakeholders through digital communication platforms to coordinate responses, action plans and progress updates. Engage with other departments, units and entities to obtain inputs, track deliverables and report outcomes to the Senior Manager. Communicate with the Ministry and the Office of the Director-General regarding submissions, reports and work-related correspondence required by the Senior

Manager. Facilitate collaboration across organisational units using online tools and shared platforms to support decision-making and service delivery.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097

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

ANNEXURE P

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

POST 42/188 : **CRIME STOP OPERATORS REF NO: DET 18/2026 (X18 POSTS)**
Division: Detective And Forensic Services (Detective Service)

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria West Training College (Mob Support – Crime Stop)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Successful candidate will be required to work 12-hour shifts within the anonymous crime tip off Call Centre Candidates must be able to work under pressure. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Process and dispatch Crime Information received via 0860010111(Crime Stop) 0800 911 011(Extortion), MY SAPS mobile App and on Social Media platforms. Request regular feedback on pending cases dispatched for investigation and update status. Management of all state resources. Compile daily and monthly reports.
ENQUIRIES : Colonel WB Chauke / Captain SP Ntuli /HRC TR Mabula Tel No: (012) 393 2477/ 4478 / 2874.
APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X302, Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building. Email: Detectiverecruitment@saps.gov.za
NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she

is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/189 : **ADMINISTRATION CLERK**

SALARY : R237 453 per annum

CENTRE : Case Management: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 300/2026 (X8 Posts)
Case Management: Ballistics Section: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 301/2026 (X3 Posts)
Case Management: Biology Section: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 302/2026 (X3 Posts)
Case Management: Questioned Documents Section: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 303/2026 (X1 Post)
Case Management: Scientific Analysis Section: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 304/2026 (X1 Post)
Case Management: Questioned Documents Section: Forensic Science Laboratory: Mayville: KwaZulu-Natal Ref No: FS 305/2026 (X1 Post)
Case Management: Ballistics Section: Forensic Science Laboratory: Gqeberha: Eastern Cape: Ref No: FS 306/2026 (X1 Post)
Case Management: Biology Section: Forensic Science Laboratory: Gqeberha: Eastern Cape Ref No: FS 307/2026 (X3 Posts)
Case Management: Chemistry Section: Forensic Science Laboratory: Gqeberha: Eastern Cape Ref No: FS 308/2026 (X1 Post)
Case Management: Forensic Science Laboratory: Gqeberha: Eastern Cape Ref No: FS 309/2026 (X2 Posts)
Case Management: Forensic Science Laboratory: Plattekloof: Western Cape Ref No: FS 310/2026 (X4 Posts)
Case Management: George: Forensic Science Laboratory: Western Cape Ref No: FS 311/2026 (X4 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform case reception and registration duties. Perform case allocation to analysts according to the quality standards. Receive exhibits/ dockets from analysts, perform all relevant functions thereafter. Client service, including communication, attend to case enquires and scanning of reports. Perform Dispatch functions according to the standards. Receive samples at sample storage areas, preparation of cases offsite archiving. Despatch of analysed

exhibits to Investigating Officers. Ensure compliance to Quality Management and Health and Safety standards.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za/ MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298

Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

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

obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/190 : **ADMINISTRATION CLERK REF NO: FS 312/2026 (X3 POSTS)**

SALARY : R237 453 per annum

CENTRE : Archives and Disposals: Chemistry Section: Forensic Science Laboratory: National Head Office: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform case reception and registration duties. Perform case allocation to analysts according to the quality standards. Receive exhibits/ dockets from analysts, perform all relevant functions thereafter, Client service, including communication, attend to case enquires and scanning of reports. Perform Dispatch functions according to the standards. Receive samples at sample storage areas, preparation of cases offsite archiving. Despatch of analysed exhibits to Investigating Officers. Preparation of destruction. Retrieval of exhibits and dockets. Ensure compliance to Quality Management and Health and Safety standards.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za/ MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat at 079 692 1298

Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni Tel No: (041) 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected

to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/191 : **SUPPLY CHAIN CLERK REF NO: FS 313/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Fleet Management: SCM: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Maintenance of vehicle fleet management. Administration of effective logistical services. Administration of mechanical services for the maintenance of vehicle fleet. general supply chain administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za/ MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298

Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za / PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/192 : **SUPPLY CHAIN CLERK**

SALARY : R237 453 per annum (Level 05)

CENTRE : Moveable Government Property: SCM: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 314/2026 (X2 Posts)

Moveable Government Property: SCM: Management Information and Support: Mayville: KwaZulu-Natal Ref No: FS 315/2026 (X1 Post)
Moveable Government Property: SCM: Management Information and Support: Forensic Science Laboratory: Plattekloof: Western Cape Ref No: FS 316/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administration of Loss Management. Administration of Moveable Government Property. Manage and maintain storeroom and disposal of items. Inventory controller. Render general supply chain administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za/ MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298

Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za / PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005).

A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/193 : **SUPPLY CHAIN CLERK**

SALARY : R237 453 per annum (Level 05)

CENTRE : Demand and Acquisition Management: SCM: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 317/2026 (X1 Post)
Demand and Acquisition Management: SCM: Management Information and Support: Forensic Science Laboratory: Mayville: KwaZulu-Natal Ref No: FS 318/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To ensure effective Demand and Acquisition administration. Administration of procurement applications in terms of the RFQ Pro Quote System. Advise end users on Deman and Acquisition. Liaise with suppliers when required. Render general supply chain administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:
National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za/ MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298
Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886
George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686
Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway,

Mayville 4091. Email: NdlovuL@saps.gov.za / PillayC@saps.gov.za
Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/194 : **SUPPLY CHAIN CLERK**

SALARY : R237 453 per annum (Level 05)

CENTRE : SCM: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 319/2026 (X1 Post)
SCM: Management Information and Support: Forensic Science Laboratory: Gqeberha: Eastern Cape Ref No: FS 320/2026 (X1 Post)
SCM: Management Information and Support: Forensic Science Laboratory: Plattekloof: Western Cape Ref No: FS 321/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV

Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To administer Supply Chain Management resources within the post environment. Administer requisition and acquisition of stock/ service orders. Receive and process invoice administration. Perform duties at storerooms with equipment / stock and general administration in the storeroom. Assist with the administration of vehicle fleet, and general supply chain administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za/ MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298

Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za

ENQUIRIES : Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za / PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new

appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/195 : **SUPPLY CHAIN CLERK REF NO: FS 322/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Facility Management: SCM: Management Information and Support: Forensic Science Laboratory: Mayville: KwaZulu-Natal

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform duties to ensure the Day-to-Day maintenance of the building is maintained. Report faults to DPW and the landlord promptly. Ensure cleaning material is accounted for. Maintain an updated SAPS 456 Day to Day maintenance register. Ensure contractors performing duties at the building are in compliance with OSH Act and access control protocols. Conduct daily inspections to ensure facility is clean and free of defects.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za / MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat at 079 692 1298

Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: (041) 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za / PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical

address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 4 December 2026 at 16:00

POST 42/196 : **FINANCIAL CLERK**

SALARY : R237 453 per annum (Level 05)

CENTRE : Financial Management and Administration: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 323/2026 (X1 Post)
Financial Management and Administration: Management Information and Support: Forensic Science Laboratory: Mayville: KwaZulu-Natal Ref No: FS 324/2026 (X2 Posts)
Financial Management and Administration: Management Information and Support: Forensic Science Laboratory: Gqeberha: Eastern Cape Ref No: FS 325/2026 (X1 Post)
Financial Management and Administration: Management Information and Support: Forensic Science Laboratory: Plattekloof: Western Cape Ref No: FS 326/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate

competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Performing of financial related tasks. Administering of S&T claims, overtime claims including miscellaneous claims. Administer phone accounts. Administration of cashier and itinerary functions. General administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za / MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298

Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

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

Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 4 December 2026 at 16:00

POST 42/197 : **HUMAN RESOURCE CLERK**

SALARY : R237 453 per annum (Level 05)

CENTRE : Human Resource Management: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 327/2026 (X1 Post)
Human Resource Management: Management Information and Support: Forensic Science Laboratory: Mayville: KwaZulu-Natal Ref No: FS 328/2026 (X1 Post)
Human Resource Management: Management Information and Support: Forensic Science Laboratory: Gqeberha: Eastern Cape Ref No: FS 329/2026 (X1 Post)
Human Resource Management: Management Information and Support: Forensic Science Laboratory: Plattekloof: Western Cape Ref No: FS 330/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administration of Human Resource Management related functions within the post environment. Process all Service Terminations, Leave applications within the environment. Capture and update of data integrity within the environment. Administer Service Allowance applications. Administration of transfers. Administration and capturing of JD's and PEP files. Capture WP1002 Beneficiary forms, Code of Conduct and driver's Licences. General administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:
National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za / MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298
Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886
George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686
Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference

number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/198 : **HUMAN RESOURCE CLERK REF NO: FS 331/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Human Resource Utilization: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Maintain and facilitate the implementation of Job Descriptions within the Component: FSL. Maintain and facilitate the implementation of Performance Management Systems. Policies and strategies. Conduct PEP inspections within the Component and Regions, Administer labour related matters and grievances within the Component and Regions. General administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za/ MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298

Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

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

intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/199 : **ADMINISTRATION CLERK REF NO: FS 332/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Data Reconciliation: Victim Identification Centre: Forensic Science Laboratory: National Head Office: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Receive exhibits from external stakeholders. Check integrity of the packaging as per FSL Standard Operating Procedure. Determine the correctness of the charge in relation to VIC scope of work. Verify the correctness of the Case information. Hand-over of exhibits to appropriate VIC subsection. Storage of completed casefile in the appropriate storage facility. Completion of the relevant storage register or logbook. Retrieval of casefiles from the storage facility when requested. Audit of the casefiles in the storage facility. Adherence to Occupational Health and Safety Act. Compulsory participation to training interventions in line with post requirements as well as needs of the section.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

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Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant

institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/200 : **ADMINISTRATION CLERK REF NO: FS 333/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Polygraph and Image Analysis: Scientific Analysis Section: Forensic Science Laboratory: Durban Central: KwaZulu-Natal

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Handle and control of exhibits. Render effective general administration functions.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

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Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email:

KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

POST 42/201 : **ADMINISTRATION CLERK REF NO: FS 334/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Forensic Science Laboratory: Forensic Science Laboratory: National Head Office: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render effective general administration functions, by recording of minutes, filling, record keeping, update of brought forward system. Gather and consolidate management information. The timely and accurate capturing of information. Update and maintain the management information database. The providing of support in the generating and consolidation of management information for specific purposes.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

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Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

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CLOSING DATE : 04 December 2026 at 16:00

POST 42/202 : **SECURITY GUARDS (X20 POSTS)**

SALARY : R170 226 per annum (Level 03)

CENTRE : Financial Management and Administration Services: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 335/2026 (X8 Posts)
Financial Management and Administration Services: Management Information and Support: Forensic Science Laboratory: Amanzimtoti: KwaZulu-Natal Ref No: FS 336/2026 (X2 Posts)
Financial Management and Administration Services: Management Information and Support: Forensic Science Laboratory: Mayville: KwaZulu-Natal Ref No: FS 337/2026 (X2 Posts)
Financial Management and Administration: Management Information and Support: Forensic Science Laboratory: Gqeberha: Eastern Cape Ref No: FS 338/2026 (X2 Posts)
Financial Management and Administration Services: Management Information and Support: Forensic Science Laboratory: Plattekloof: Western Cape Ref No: FS 339/2026 (X4 Posts)
Forensic Science Laboratory: George: Western Cape Ref No: FS 340/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, skills and competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry into the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's

register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:

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Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886

George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686

Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

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

as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 4 December 2026 at 16:00

POST 42/203 : **CLEANERS (X33 POSTS)**

SALARY : R144 024 per annum (Level 02)

CENTRE : Financial Management and Administration Services: Management Information and Support: Forensic Science Laboratory: National Head Office: Pretoria Ref No: FS 341/2026 (X15 Posts)
Victim Identification Centre: National Head Office: Forensic Science Laboratory: Pretoria Ref No: FS 342/2026 (X1 Post)
Financial Management and Administration Services: Management Information and Support: Forensic Science Laboratory: Mayville: KwaZulu-Natal Ref No: FS 343/2026 (X8 Posts)
Financial Management and Administration Services: Management Information and Support: Forensic Science Laboratory: Gqeberha: Eastern Cape Ref No: FS 344/2026 (X1 Post)
Financial Management and Administration Services: Management Information and Support: Forensic Science Laboratory: Plattekloof: Western Cape Ref No: FS 345/2026 (X6 Posts)
George: Forensic Science Laboratory: Western Cape Ref No: FS 346/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Maintain a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of aids in the cleaning of the premises. Loading and unloading of goods, packing and unpacking of goods and cleaning of SCM stores. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses:
National Head Office: Hand delivery / Postal Address: 270 Pretoria Road, Silverton, Pretoria, 0184. Email: MasondoPG@saps.gov.za/ MavungaW@saps.gov.za Enquiries: Captain PGN Masondo: S/HR Clerk W Mavungaat 079 692 1298
Gqeberha: Eastern Cape: Hand delivery / Postal Address: Eben Donges Building, 6th Floor, Hancock Street, North End, Gqeberha, 6000. Email: KamteniP@saps.gov.za Enquiries: Captain M Bradley/ W/O P Kamteni: Tel No: 041 407 6886
George, Plattekloof, Western Cape: Hand delivery / Postal Address: 47 Silverboom Avenue, Plattekloof, Panorama, 7506. Email: PhigelandRochelle@saps.gov.za Enquiries: Captain M Lorenzo / SAC RB Phigeland Tel No: (021) 929 0704 / 0686
Amanzimtoti, Mayville: Durban Central, KwaZulu-Natal: Hand delivery/Postal Address: Room G9, Block C, 95 King Cetshawayo Highway, Mayville 4091. Email: NdlovuL@saps.gov.za/ PillayC@saps.gov.za Enquiries: Captain LC Ndlovu: Cell No: 079 586 7653

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 04 December 2026 at 16:00

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.



APPLICATIONS : All applications must be submitted online on the following link: www.statssa.gov.za/recruitment

CLOSING DATE : 04 December 2026

NOTE : Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be selected. 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. Submission of certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary are optional but will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. The shortlisted candidate(s) must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirements for SMS positions is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned post.

MANAGEMENT ECHELON

POST 42/204 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: 01/11/26HO**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A bachelor degree / NQF 7 in Human Resource Management / Public Management, Industrial and Organisational Psychology/ Industrial Sociology/ Labour Relations/ Organisational Development, Training in Project Management, Management Courses, Evaluate and Org Plus· 5 years' relevant experience at a senior managerial level in human resource management and development environment, Knowledge of government policies and initiatives, Demonstrated understanding of HRM&D fundamentals and principles of official statistics, Good understanding of government policies and initiatives and the role of information in government decision-making, Knowledge of Skills Development framework, An understanding in job grading and evaluation, An understanding of organisational structure, Knowledge of MS Office Suite, Excellent communication, analytical, conceptual, numerical, interpersonal and training skills, A hard worker with strong service delivery, customer and quality

		focus, who is dynamic, self-driven, creative, innovative and result-oriented, who has a passion for policies, procedures and legal compliance, Ability to work under pressure.
DUTIES	:	Provide leadership in policy development, interpretation of functions and strategy, Ensure leadership in the appropriate management of financial and human resources, Lead the provision of HR planning and information management services, Lead the human resource practices and administration services, Provide leadership in the utilisation and development programmes, Provide leadership in the provision of employee health, wellness and other special programmes, Provide leadership in the management of labour relations (employee relations) and people management, Ensure monitoring and control of HRM&D processes.
ENQUIRIES	:	Ms M Montsho Tel No: (012) 310 4889
POST 42/205	:	**CHIEF DIRECTOR: STATISTICAL METHODS REF NO: 02/11/26HO**
SALARY	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A bachelor's degree / NQF 7 in Statistics / Computational and Applied Mathematics / Data Science / Econometrics / Economics, Training in Project management / Management courses / Microsoft Office suite packages / Statistical software applications, 5 years' relevant experience at senior managerial level in a statistical production environment, with demonstrated experience in the survey value chain and statistical production processes, Experience in quantitative and qualitative research and statistical analysis, Extensive experience in survey methodology, Knowledge of statistical frameworks that govern production of official and other statistics, Knowledge of legislation and policy frameworks, Knowledge of the strategic direction of the organisation, Knowledge of MS Office Suite, Knowledge of Statistical Analysis Software, A valid driver's license, Excellent communication, interpersonal, leadership, organisational, problem-solving, analytical, and customer relations skills, Ability to make sound decisions, Ability to reach sound, supportable and independent conclusion on policy issues, Ability to work under tight timelines, Willingness to travel.
DUTIES	:	Lead and direct the development of statistical methodologies, Lead and direct research on methodological practices and operations, Lead and direct methodological support and advisory services in the National Statistical System (NSS), Lead and direct the design and selection of samples, production of survey weights, deriving measures of precision, seasonal adjustment, and other statistical methods, Lead and manage capacity-building initiatives on methodological approaches, Lead and manage financial and human resources, Lead the development of strategic and operational plans, policies, and procedures for the Chief Directorate
ENQUIRIES	:	Ms M Montsho Tel No: (012) 310 4889
POST 42/206	:	**CHIEF DIRECTOR: SURVEY MONITORING AND EVALUATION REF NO: 03/11/26HO**
SALARY	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A bachelor's degree/ NQF 7 in Statistics/ Economics/ Econometrics/ Demography/ Population Studies, Training in Survey Methodology, Monitoring and Evaluation, Quality Management System, Project Management, SASQAF training, At least 6 years relevant experience of which 5 years must be at senior managerial level, Experience in statistical production processes, Experience in statistical standards development, Experience in Financial, performance and administrative management, Extensive knowledge of survey methodology, Experience in conducting censuses and surveys, Monitoring and evaluation of surveys and censuses, Extensive experience in facilitation and/or development and/or management of strategy monitoring systems, Knowledge of Population Studies/ Demography/ Statistics/ Economics/ Econometrics/ Geography, Knowledge of MS Office Suite. Facilitation, coordination, report writing, leadership and analytical skills, communication, Strategic thinking and conflict resolution skills Assertive and innovative thinker, team player. Ability to communicate at all levels, manage personnel and other resources Willingness to work under pressure and long hours to meet deadlines Willingness to travel.
DUTIES	:	Manage and direct monitoring of censuses, surveys and projects to ensure that survey operations are implemented in line with approved methodologies, quality standards, timelines, and compliance requirements, Manage and

evaluation of censuses, surveys and projects to assess the effectiveness and efficiency of survey processes in line with the evaluation framework and international best practice on statistical production, Direct and manage the post enumeration survey, Lead the development, implementation and review of census and survey monitoring and evaluation frameworks, systems, tools and instruments aligned with organisational strategies, survey methodology and international best practice to strengthen and modernise monitoring and evaluation processes, Lead the development of an integrated organisational Quality Management System, Lead and manage capacity-building initiatives for data collectors to enhance adoption of standards and planning approaches, Lead and manage financial and human resources within the provincial office, Lead the development of strategic and operational plans, policies, and procedures for the Chief Directorate.

ENQUIRIES : Ms Montsho Tel No: (012) 310 4889

POST 42/207 : **CHIEF DIRECTOR: EASTERN CAPE PROVINCIAL OFFICE REF NO: 04/11/26EC**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Eastern Cape (Kugompo City)
REQUIREMENTS : A Bachelor's degree/ NQF 7 in Statistics/ Demography/ Geography/ Population Studies; Training in Leadership and Management, Project Management, Research and Survey Methodology; Computer software packages e.g. Microsoft Office Suite, Customer / Marketing focus, Financial and Asset Management, Labour Relations, Strategic Management, Change Management; Five years relevant experience at senior management level, Experience in Managerial or project management, Data collection by fieldwork, analysis and report writing and experience in Census taking activities, Knowledge of national and international standards and practices, Survey Methodologies, Project Management, Computer Software packages, Government Acts, Knowledge of profiles of users and stakeholders and their specific requirements. Knowledge of Marketing, Labour Relations, Financial Management and Strategic planning, A valid driver's license, Skills in Monitoring field operations, Analytical and strategic thinking, Decision-making, Research skills, Identify special development needs. Teamwork, Leadership skills, Presentation skills, Language Proficiency, Statistical analysis and financial management and proven general management skills, conflict management, data analytics tools, Willingness to work long hours to meet deadlines and travel.

DUTIES : Direct and manage the fieldwork operations and data collection, Drive and direct marketing, dissemination and user information services, Direct and coordinate the development of the Provincial National Statistics System (NSS), Lead the development and implementation of strategies, policies, processes and procedures, Direct and manage financial and human resources within the provincial office.

ENQUIRIES : Ms M Montsho Tel No: (012) 310 4889

POST 42/208 : **CHIEF DIRECTOR: STRATEGY, OPERATIONS AND ORGANISATIONAL DEVELOPMENT REF NO: 05/11/26HO**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Bachelor's Degree / NQF7 in Business management, Public Management or Industrial Engineering and Industrial and Organisational Psychology, Training in Strategic planning, Monitoring and evaluation, Leading strategic change/change management, Organisational development and design, 5 years' experience in strategic planning, monitoring and reporting at an organisational Development environment at SMS level, Excellent communication skills (written, verbal and presentation skills), Ability to work independently and under pressure, Strong conceptual and analytical skills, Sound interpersonal skills and ability to work in a team environment, Ability to formulate concepts, strategy and objectives, Good strategic and forward-thinking skills, Ability to understand and adapt to internal and external changing environments, Ability to bring independent and impartial advice for decision making, Strong strategic leadership and people management abilities, Strategic, architectural and technical skills; Knowledge and understanding of government policy on administration and how the public sector operates, Knowledge and understanding of the National Development Plan, Medium-Term development plans and other government priorities and programmes,

		Knowledge and understanding of government legislation, Knowledge and understanding of strategic planning and development, Knowledge and understanding of monitoring and evaluation of organisational performance, Knowledge and understanding of leading and managing change, Knowledge and understanding of organisational design and development; Politically astute, Strong influencing skills, Conceptual and forward thinking, Facilitation skills, Bigger picture aptitude, Excellent writing and communication skills, Strong interpersonal skills.
DUTIES	:	Set the overall strategic direction by leading the strategic and operational planning processes in Stats SA, Monitor and evaluate organisational performance by leading the strategic and operational reporting, monitoring and evaluation processes in Stats SA, Lead and manage the service delivery improvement and change management programme in Stats SA, Lead and manage organisational design and development in Stats SA, Lead and manage business transformation in Stats SA, Provide strategic leadership and management to the Chief Directorate.
ENQUIRIES	:	Ms M Montsho Tel No: (012) 310 4889
POST 42/209	:	**DIRECTOR: SERVICES AND CONSTRUCTION STATISTICS REF NO: 06/11/26HO**
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A Bachelor's Degree / NQF 7 in Statistics/ Accounting/ Economics/ Econometrics. Training Strategic Management, Survey Methodology, Sampling Methodology, project Management, MS Office Suite, Labour Relations, Finance for Non-Financial Managers, Risk Management and appropriate content related training, 5 years' experience at middle/ senior management level in planning and execution of data collection, processing or analysis of samples, Proven track of driving strategic planning, monitoring and reporting on organisational level, Experience in development of user-friendly products and outputs, Knowledge of the following: Fundamental principles of official statistics, Mortality Coding Systems, Framework of economic statistics, Economic statistics concepts, methods and techniques, Survey methodology (statistical value chain), Industry and product classifications, Sampling theory, project management, strategic planning, alignment and prioritisation, Measurement and monitoring of organisational performance, Understanding of government developmental policy and priorities and how the public sector operates, knowledge of government legislation, diplomacy and protocol, Knowledge of the relevant international standards, classifications and guidelines, Good numeracy, computer literacy, leadership, influential, communication, interpersonal, change management, confidentiality, analytical thinking, management and presentation skills, A hard worker with professionalism, organisational alertness, strong work ethic, big picture aptitude, forward thinking.
DUTIES	:	Manage the development and implementation of the survey tools, Manage the collection and processing of data, Manage statistical data analysis, Manage the preparation and dissemination of statistical report, Manage staff and other resources, Ensure the development of policies and procedures, processes and plans.
ENQUIRIES	:	Ms S Twala Tel No: (012) 310 8326
POST 42/210	:	**DIRECTOR: HUMAN RESOURCE UTILISATION AND DEVELOPMENT REF NO: 07/11/26HO**
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A Bachelor's Degree /NQF 7 in Human Resource Management/ Human Resource Development/ Industrial and Organisational Psychology/ Industrial Sociology/ Public Management/ Public Administration, Training in PERSAL, Coaching and Mentoring, Leadership and Management, Project Management, 5 years' working experience at middle/ senior management level within Human Resource Development environment, Knowledge of the following legislative frameworks: Public Service Act 1994, Public Service Regulations 2016, national Skills Development Strategy of South Africa, Public Service Skills Development Strategy, Skills Development Act, South African Qualification Authority Act, Skills Levy Act, Basic Conditions of Employment Act 1997, White Paper on Transformation of the Public Services, Treasury Regulations, Public Financial Management Act, Human Resources and Financial Management,

Knowledge of MS Office Suite, Good facilitation, presentation, managerial, coordination and liaison, project management, career management, interpersonal, intrapersonal, communication, analytical, problem solving skills, A hard worker with a strong work ethic and forward thinking.

DUTIES : Manage and monitor the implementation of the Skills Development Strategy, Manage the implementation of performance management systems, Management the implementation of career and talent management programs, Ensure the development of policies and procedures, processes and plans, Manage staff and other resources of the directorate.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 42/211 : **DIRECTOR: SURVEY MONITORING REF NO: 08/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : A Bachelor's Degree / NQF 7 in Statistics / Demography / Economics / Population Studies; Training in Monitoring and Evaluation, Project management, Quality Management, Survey Methodology, Official statistics, Geography/Geographical studies, 5 years at middle or senior management level in statistical production/related field, Research skills, Report writing skills, Management of human, financial and other resources, Policy Development/interpretation, Planning and time management skills, Analytical thinking and problem-solving skills, Computer literacy, Decision-making skills, Stakeholder management, Collaboration, Communication, Leadership, Organization; Knowledge of Project management, Knowledge of Official statistics methods, Fundamental principles of official statistics, Statistics Act and other legislations, Knowledge of statistical processes and the statistical value chain, Knowledge of Survey Methodologies, Various frameworks governing production of population and social statistics, and economics statistics, Government legislation/policies and how the Public Sector operate, Understanding of the role of statistics in government, Quality management systems and quality assessment frameworks; Analytical thinker, Independent thinker, Innovative thinker, Ability to solve complex problems without a defined framework, Ability to liaise at all levels of the organisation, Accuracy and attention to detail, Team player, Interpersonal.

DUTIES : Ensure the development, implementation and review of census and survey monitoring frameworks and SOPs aligned with organisational strategies and international best practices, Ensure and manage pre-monitoring activities of projects, Ensure the development of and approve the monitoring tools and methods which include data collection forms, tabulation plans, reporting systems in line with monitoring objectives and indicators, Manage real-time monitoring of projects, Manage staff and other resources of the Directorate, Ensure the development of policies and procedures; processes; and plans.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/212 : **DIRECTOR: DISTRIBUTIVE TRADE STATISTICS REF NO: 09/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree / NQF 7 tertiary qualification in Statistics / Accounting / Economics / Econometrics. Training in Strategic Management. Survey Methodology, Sampling Methodology, Project Management, Advanced training in MS Office Sute, Labour Relations, Finance for Non-Financial Managers, Risk Management and appropriate content related training, 5 years' experience at middle/ senior management level in planning and execution of data collection, processing or analysis of samples, Proven track of driving strategic planning, monitoring and reporting on organisational level, Experience in development of user-friendly products and outputs, Knowledge of the following: Fundamental principles of official statistics, Mortality Coding Systems, Framework of economic statistics, Economic statistics concepts, methods and techniques, Survey methodology (statistical value chain), Industry and product classifications, Sampling theory, project management, strategic planning, alignment and prioritisation, Measurement and monitoring of organisational performance, Understanding of government developmental policy and priorities and how the public sector operates, knowledge of government legislation, diplomacy and protocol, Knowledge of the relevant international standards, classifications and guidelines, Good numeracy, computer literacy, leadership, influential, communication, interpersonal, change management, confidentiality, analytical thinking, management and presentation skills, A hard

worker with professionalism, organisational alertness, strong work ethic, big picture aptitude, forward thinking.

DUTIES : Manage the development and implementation of the survey tools, Manage the collection and processing of data, Manage statistical data analysis, Manage the preparation and dissemination of statistical report, Manage staff and other resources, Ensure the development of policies and procedures, processes and plans.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 42/213 : **DIRECTOR: QUARTERLY FINANCIAL STATISTICS REF NO: 10/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree / NQF 7 tertiary qualification in Statistics/ Accounting/ Economics/ Econometrics, Training in Strategic Management. Survey Methodology, Sampling Methodology, Project Management, Advanced training in MS Office Sute, Labour Relations, Finance for Non-Financial Managers, Risk Management and appropriate content related training, 5 years' experience at middle/ senior management level in planning and execution of data collection, processing or analysis of large samples, Proven track of driving strategic planning, monitoring and reporting on organisational level, Experience in development of user-friendly products and outputs, Knowledge of the following: Fundamental principles of official statistics, Mortality Coding Systems, Framework of economic statistics, Economic statistics concepts, methods and techniques, Survey methodology (statistical value chain), Industry and product classifications, Sampling theory, project management, strategic planning, alignment and prioritisation, Measurement and monitoring of organisational performance, Understanding of government developmental policy and priorities and how the public sector operates, knowledge of government legislation, diplomacy and protocol, Knowledge of the relevant international standards, classifications and guidelines, Good numeracy, computer literacy, leadership, influential, communication, interpersonal, change management, analytical thinking, management and presentation skills, A hard worker with professionalism, organisational alertness, strong work ethic, big picture aptitude, forward thinking.

DUTIES : Manage the development and implementation of the survey tools, Manage the collection and processing of data, Manage statistical data analysis, Manage the preparation and dissemination of statistical report, Manage staff and other resources, Ensure the development of policies, procedures, processes and plans.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 42/214 : **DIRECTOR: DATA COLLECTION AND PROCESSING REF NO: 11/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor Degree (NQF 7) in Statistics and Economics, Training in Strategic Management, Survey Methodology, Sampling Methodology, Project Management, Advanced Training in MS Office, Labour Relations, Finance for Non-Financial Managers, 5 years' experience at middle or senior management in data collection and processing environment, Numeracy: Including ability to analyse and discuss statistical results, Computer literacy: Including advanced MS office suite skills, SAS also advantage, Leadership: The potential or capacity to realise the immediate and long term implications and impacts of decisions, priorities and strategies on the organisation. Must also be able to show strong leadership ability within the strategic planning environment and how the organisation aligns to national and international priorities, Communication: The potential or capacity to be open-minded to the ideas of others, to be willing and able to initiate change and to modify or improve existing ideas and willingness to experiment to ascertain ongoing growth and improvement, Analytical Thinking: The potential or capacity to collect, process, analyse and integrate into a relevant, factual outcome or conclusion, Knowledge of government legislation, Fundamental principles of official statistics, Knowledge on official statistics (especially economic statistics) Survey methodology (Statistical Value Chain) Industry and Product classifications (e.g. ISIC and CPC), Sampling theory, Project management, Integrity: Being honest and having strong moral principles, Reliability/Dependability: Doing what you say you will do, Empathy: Understanding and sharing the feelings of others, Patience: Tolerating delays

or difficulties without getting angry, Curiosity: A strong desire to learn or know about new things, Self-Motivation: Taking initiative without needing external pressure, Adaptability: Adjusting to new conditions and handling unexpected changes well, Resilience: Bouncing back from setbacks and handling criticism constructively, Attention to Detail: Being thorough and accurate in your work, Problem-Solving: The ability to find solutions to difficult or complex issues.

DUTIES : Manage publicity and advocacy for surveys, Manage the capturing and editing of data of structural industrial statistics, Manage the collection of data; Ensure the development of capturing systems, Ensure the development of policies and procedures; processes; and plans, Manage staff and other resources.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/215 : **DIRECTOR: FIELDWORK OPERATIONS**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Free State, Bloemfontein Ref No: 12/11/26FS
Mpumalanga, Mbobela Ref No: 13/11/26MP

REQUIREMENTS : A Bachelor's Degree / NQF 7 in Statistics / Mathematics Geography / Demography, Training in sampling techniques, survey methodology, financial and fleet management, Project Management, People Management, AI-related skills, 5 years' experience on MMS/ SMS level, Knowledge of Survey Methodologies, Project Management, Sampling techniques, Computer skills and financial and management, Knowledge of monitoring field operations, Good map reading, quality management, problem solving, conflict resolution, negotiation, interpersonal and AI skills, A hard worker who is trustworthy, assertive, patient, vigilant, good listener and speaker, must be independent with a sound code of ethics and keep confidentiality, Ability to handle stressful situations and work in a challenging environment, willingness to work long hours to meet deadlines and willingness to travel.

DUTIES : Manage data collection in the province. Manage frame update and maintenance operations. Manage publicity for all surveys and Census at the provincial level. Ensure the effective coordination and implementation of training for all surveys and censuses at the provincial level. Ensure the development of policies and procedures; processes and plans. Manage district and provincial staff and resources of the directorate.

ENQUIRIES : Mr M Hlanjwa at 072 075 4057/ Tel Mr B Mbiyozo at 072 483 8566

POST 42/216 : **DIRECTOR: HEALTH STATISTICS REF NO: 14/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Bachelor's degree (NQF 7) in Biostatistics / Epidemiology /Statistics / Public health; Training Application of statistical and health framework and data analysis, Survey Methodology, Project Management; 5 years' experience on MMS/ SMS level in the field of statistics/ population/ health systems analysis; Experience in quantitative research methods; Initiate and participate in health-related research, mainly development of health indicators and any other health related research. Knowledge of demographic analysis methods and administrative data analysis; Knowledge of relevant legislative frameworks on public health; Proven understanding of planning, execution of collection of census / health survey data and data analysis; Ability to manage team and facilitate concurrent interventions; Ability to handle stakeholder engagements; Ability to work under pressure and to handle multiple and complex task and projects; To be able to sense the organisational culture, the level of organisation maturity and adapt one's approach accordingly; Technical skills in analysis using various statistical softwares such asSAS; Extensive use and understanding of health system data analysis methods; analytic report writing; leadership and coordination skills; excellent communication; liaison skills; presenting skills; human and financial resources management; leadership skills; management skills.

DUTIES : Manage the development and implementation of the data acquisition; Manage the acquisition of health data; Manage data analysis for health statistics; Manage the publication and dissemination of the health statistics and datasets; Ensure development of policies and procedures, processes, and plans; Manage staff and other resources.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/217 : **DIRECTOR: VITAL STATISTICS REF NO: 15/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Bachelor's Degree (NQF 7) in Demography / Population studies / Statistics; Training in writing skills, survey methodology, project management advance training in Ms Office, essential leadership, Advance Management Programme (AMDP), Mentorship, Risk Management and appropriate content related training. Technical skills in analysis using SAS statistical software. Application of statistical and demographic software for data analysis; 5 years' experience on MMS/ SMS level in the field of statistics/population; Experience in quantitative research methods; Knowledge of demographic analysis methods and administrative data analysis; Knowledge of civil registration and vital statistics (CRVS) frameworks and other administrative records; Knowledge of relevant legislative frameworks on civil registration; Knowledge of mortality coding systems and analysis of causes of death from civil registration system; Ability to handle stakeholder engagements; Ability to work under pressure and handle multiple and complex tasks and projects; Strong focus service delivery, consumer needs and process and product quality; Interpersonal skills ,conflict management, advance conceptual, analytical and numeric abilities; coordination and liaison skills , excellent writing and communication skills.
DUTIES : Manage the development and implementation of the data acquisition; Manage the acquisition of vital statistics; Manage data analysis for vital statistics, quality; Manage the publication and dissemination of the vital statistics and datasets; Ensure development of policies and procedures, processes, and plans; Manage staff and other resources.
ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/218 : **DIRECTOR: STATISTICAL SUPPORT AND COORDINATION**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Gauteng Provincial Office, Braamfontein Ref No: 16/11/26GP
Free State provincial Office, Bloemfontein Ref No: 22/11/26FS
REQUIREMENTS : A Bachelor's Degree / NQF 7 in Statistics/ Mathematics / Demography / Geography. Training in data analysis, report writing, map reading, project management. 5 years of experience at middle or senior management level, Knowledge of Stats SA product, service knowledge, exposure to statistical environment. Knowledge of statistics, survey methodologies, Geography, financial management and risk management, Supply Chain Management and Labour Relations. Computer literacy, decision making, communication skills, interviewing skills, leadership skills, interpret statistical and geographical data, quality management skills, problem solving, conflict resolution skills, negotiation skills. A valid driver's license. Trustworthiness, assertiveness, patience, confidentiality, vigilant, good listener and speaker, must be independent and with a sound code of ethics. The work is primarily office based but travelling is required for workshops, meetings and other stakeholders. Travelling is required for workshops, meetings and other stakeholder interactions.
DUTIES : Promote the importance and use of official statistics among stakeholder and decisionmakers. Ensure effective dissemination and use of statistical information in the province. Manage and coordinate statistical activities and collaboration among provincial stakeholders to improve the quality and use of official statistics (NSS). Manage the identification of provincial priorities and coordinate the provision of inputs into the provincial indicator framework. Ensure the development of policies and procedures, processes, and plans. Manage staff and other resources of the directorate.
ENQUIRIES : Mr M Hlanjwa at 072 075 4057/ Ms Vuyisile Hadebe at (083) 637 0345

POST 42/219 : **DIRECTOR: METHODOLOGICAL SUPPORT IN POPULATION & SOCIAL STATISTICS REF NO: 23/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree / NQF 7 in Statistics / Mathematics / Data Science / Econometrics, Training in Project management, SAS, MS Office Suite, Post-graduate studies in survey methodology / statistics / mathematics / data science / econometrics would be an added advantage, At least 5 years' experience at MMS/SMS level as a methodologist/statistician/data scientist/data analyst/econometrician in a research institution or statistical

agency, Experience in managing and supervising a team, Knowledge of statistical processes, economic processes, and social processes, Broad knowledge of government policies and initiatives and how they relate to statistics, Good Planning/time management, Able to conceptualise, Computer literate, Able to identify problems, Developing solutions, Interpersonal, Able to communicate and write critically, Able to adhere to deadlines, Research-driven, Able to implement operational and/or theoretical solutions to researched problems, Able to develop guidelines to ensure that applicable methodologies and standards are adhered to in Stats SA, and SANSS, A hard-worker who is Innovative, Analytical thinker, Good communicator able to communicate processes effectively, Able to work in a team, Organised, Able to think strategically, Committed, Persevering, Consistent and balanced.

DUTIES : Manage the development of sampling frames (i.e. Master Sample and Statistical Business Register), Manage the maintenance and updating of sampling frames i.e. Master Sample and Statistical Business Register, Ensure the design and development of methodologies and systems for weighting, estimation and seasonal adjustment, Manage the methodological soundness assessment of surveys and censuses, ensuring compliance with approved statistical standards, guidelines, and methods, Manage staff and other resources, Ensure the development of policies and procedures; processes; and plans, Supervise staff.

ENQUIRIES : Ms R Katjedi Tel No: (012) 310 4797

POST 42/220 : **DIRECTOR: ORGANISATION DESIGN AND JOB EVALUATION REF NO: 24/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor's Degree/ NQF7 in Management Services, Business Management, Organisational Development, Human Resource Management; Training in Job design, evaluation, Work measurement and method study, Structure design, Service delivery Model, 5 years of experience at middle or senior management level in Strategic Management, Human Resource Management, Organisational design environment; Strategic and forward thinking, Influencing skills, Interpersonal relationship skills, Communication skills: written and verbal communication skills, Report writing skills, Analytical thinking and complex problem-solving skills, Political and organisational alertness, Leadership skills; Knowledge of organisational development and design, Knowledge of work study, Knowledge of job design and job evaluation, Knowledge of how to deal with resistance to change, Knowledge of business process management and improvement, Knowledge of how organisations function internally to be effective, Knowledge of applicable regulatory frameworks; Strong influencing and interpersonal skills, Time management: managing a variety of initiatives across programmes, Ability to prioritise, Communication: both verbal and written as a variety of documents and presentations need to be compiled and communicated to various audiences, Adaptability: working with diverse customers on complex and sensitive matters, Confidence: belief in your abilities and potential to overcome challenges, take risks and communicate effectively, Curiosity: is the desire to learn new things and explore new possibilities. It fosters creativity, innovation and growth.

DUTIES : Manage the organisational design and review processes, Manage the development and review of job descriptions, Manage the job evaluation process, Manage work study processes, Manage the organisational functionality assessment (OFA) process, Manage business process management programme, Manage the development and review of the service delivery model (SDM), Ensure the development of policies and procedures; processes; and plans, Manage staff and other resources.

ENQUIRIES : Mr N Jones Tel No: (012) 310 4880

POST 42/221 : **DIRECTOR: CHANGE MANAGEMENT SERVICE AND DELIVERY IMPROVEMENT REF NO: 26/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF 7) in Management Services, Business Management, Organisational Development, Strategic Management, Industrial / Organisational Psychology, Public Administration, Human Resource Management, Training in Change Management and Strategic Management, 5 years' experience in middle/senior management level in Management

Services, Change Management, Project Management, Business Development or Business Transformation, Strategic and forward thinking; Influencing skills, Communication skills: written and verbal communication skills; Report writing skills, Analytical thinking and complex problem-solving skills; Political and organisational alertness; and Leadership skills, Knowledge of strategy development frameworks, Knowledge of business transformation management and change management frameworks and methodologies; Understanding of government development policy and priorities and how the public sector operates, knowledge of government legislation, knowledge of diplomacy and protocol, Knowledge of changes and disruptions in the external environment and the impact on the organisation, Knowledge of research methodology, Strong influencing and interpersonal skills, Time management: managing a variety of initiatives across programmes, ability to prioritise, Communication: both verbal and written as a variety of documents and presentations need to be compiled and communicated to various audiences, Adaptability: working with diverse customers on complex and sensitive matters, Confidence: belief in your abilities and potential to overcome challenges, take risks and communicate effectively, Curiosity: is the desire to learn new things and explore new possibilities. It fosters creativity, innovation and growth.

DUTIES : Manage and facilitate the development and implementation of change management initiatives; Manage organisational values and a supportive workplace culture that enhances employee engagement, collaboration, and service excellence at Stats SA; Manage the diversity management programmes; Manage the implementation of Service Delivery Improvement Programmes; Ensure the development of frameworks, policies and procedures; processes; and plans; Manage staff and other resources.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

OTHER POSTS

POST 42/222 : **CHIEF METHODOLOGIST REF NO: 17/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An Honour's degree (NQF 8) in Statistics / Mathematics / Data Science / Econometrics / Economics, Training in Project Management, SAS, MS Office Suite, Post-graduate studies in survey methodology/ Statistics/ Mathematics/ Data Science/ Econometrics/ Economics, At least 8 – 10 years' experience as a Principal Methodologist/ Principal Survey Statistician in a research institution or statistical agency, Knowledge of Statistics/ Mathematics/ Data Science/ Econometrics/ Economics, Knowledge of statistical processes, economic processes and social processes, Broad knowledge of government policies and initiatives and how they relate to statistics, Good analytical, interpersonal, planning, time management, conceptualising, problem-solving, communication, and computer literate skills, Able to adhere to deadlines, Able to implement operational and theoretical solutions to researched problems, Able to develop guidelines to ensure that applicable methodologies and standards are adhered to in Stats SA and SANSS, Able to work in a team, Able to think strategically, A hard worker who is innovative, committed, consistent, balanced, persevering and organised.

DUTIES : Conceptualise the development of sampling frames (Master Sample), Lead the maintenance and updating of sampling frames (i.e. Master Sample), Conceptualise and maintain version control and documentation of updates, Ensure the methodological soundness assessment of surveys and censuses with respect to the methodological dimensions of the South African Statistical Quality Assessment Framework (SASQAF), Direct and review the conceptualisation, development and maintenance of sources and methods documentation, Modify and review the development of technical specifications, guidelines and procedures to ensure methodological rigour and consistency in the design of programs and systems, Mentor staff and provide on-the-job training.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/223 : **CHIEF NATIONAL STATISTICS SYSTEM COORDINATOR: OFFICE OF THE DDG REF NO: 18/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor's degree /NQF 7 in Statistics/ Economics /Econometric/ Population Studies/ Geography and Development Studies with relevant experience, Training in Management and Project Management will be an added advantage, 10 years' experience in the National Statistical Office, Extensive experience in and knowledge of Statistics production using the Generic Statistics Business Process Model (GSBPM), Extensive knowledge and experience in interpreting and application of legislation that governs the production and coordination of official statistics and other statistics, Ability to maintain importance of confidential and privacy in the production and dissemination of official statistics, A deep understanding of the coordination role of the SG within the NSS and the provisions contained in the Statistics legislation for him/her to perform their coordination function, Experience in Coordination, Knowledge of the following: strategic management (planning and reporting), coordination, analysis and research, basic financial management, legislation that govern the production and coordination of statistics and knowledge of the UN fundamental principles and UN system and processes, Project Management, Excellent communication and interpersonal, analysis, interpretation and report writing, presentation, Interpersonal and management skills, interpersonal, problem solving, management skills, High degree of computer literacy, Ability to work independently, Ability to solve complex problems without a defined framework, Ability to liaise at all levels of the organisation, Ability to work under pressure and meet deadlines, Ability to pay attention to detail, Willingness to travel and work long hours.

DUTIES : Provide technical and specialist support to the DDG on National Statistics Systems (NSS) process, ensuring Informed decision-making, compliance and effective coordination within entities of the NSS, Conceptualise and support initiatives to establish, strengthen and continuously enhance relationships with entities within the NSS and international stakeholders to promote collaboration, coordination and effective statistical governance, Ensure the development and coordination of an integrated research agenda for the National Statistics Systems (NSS), ensuring alignment with strategic priorities and promotion coherence across statistical coordination initiatives, Scan the international, continental, regional and national statistical environment in order to contribute in determining the strategy and future operations of the branch, Coordinate and promote synergy within the branch and across other branches by facilitating collaboration on statistical support and advisory services for entities within the NSS, Conceptualise and coordinate the implementation strategies frameworks and programmes.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/224 : **CHIEF SYSTEMS ANALYST: SYSTEM ANALYSIS AND DESIGN REF NO: 19/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree / NQF 7 in Information Technology / Computer Science and Information Systems, Training in Agile software methodologies, TOGAF/COBIT certification, Certified Scrum Master, DevOps, Project Management certificate. 8 – 10 years' experience in practicing systems analysis and design in the general software development lifecycle. Knowledge in data modelling/processing, knowledge in solutions architecture and design, End-to-end technology, data and application operation, Understanding of technology trends. Skills in Application of agile software development methodologies, handling multiple projects simultaneously, experience in the development of process and procedures. Good interpersonal, conceptual, leadership, planning, numerical, communication, analytical, presentation, Ability to pay attention to detail, Ability to work under pressure and handle multiple and complex tasks and projects

DUTIES : Review system analysis and planning, Monitor and Validate development of solution designs, facilitate delivery of the solutions design, monitor systems maintenance and support, Develop and review industry frameworks.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/225 : **CHIEF SYSTEMS DEVELOPER: SOLUTIONS DEVELOPMENT REF NO: 20/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor's Degree / NQF 7 in Information Technology / Computer Science and Information System, Training in Agile software development methodologies, COBIT/ITIL/TOGAF Frameworks, Project Management. 8 – 10 years' experience in practicing systems development and support in the software development lifecycle. Knowledge of Technology trends, Web infrastructure, Data modelling, Relational databases. Skills in Training solutions architecture and design, Website management, application of agile software development methodologies, handling multiple projects simultaneously, software development in the web and windows, agile software development methodologies, project management skills. Good interpersonal, conceptual, leadership, planning, numerical, communication, analytical, presentation, coordinate and liaison skills with a strong focus on services delivery, customer needs and process and product quality ability to pay attention to detail, ability to work under pressure and handle multiple and complex tasks and projects.

DUTIES : Monitor software design, compliance, and technology alignment, Facilitate the development of front-end software solutions, Facilitate the development of back-end services for software solutions, monitor code quality activities and practices, Facilitate the provision of technical support for production software solutions.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/226 : **CHIEF DATABASE ADMINISTRATOR REF NO: 21/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree / NQF 7 in Information Technology / Computer Science and Information Systems, Training in Agile software methodologies, TOGAF/COBIT certification, Certified Scrum Master, DevOps, Project Management certificate, Database certificate. 8 – 10 years' experience in practicing database administration and design in the general software development lifecycle. Knowledge in solutions architecture and design, End-to-end technology, data and application operations, understanding of technology trends. Skills in application of agile software development methodologies, handling multiple projects simultaneously, experience in development of process and procedures. Knowledge of data modelling /processing. Good interpersonal, conceptual, leadership, planning, numerical, communication, analytical, presentation, Ability to pay attention to detail, Ability to work under pressure and handle multiple and complex tasks and projects.

DUTIES : Monitor database design and architecture, Validate maintenance and upgrade of database/application servers, Monitor changes, testing and development, Monitor issue resolution and optimisation.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/227 : **CHIEF BUSINESS TRANSFORMATION OFFICER REF NO: 25/11/26HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Honours degree (NQF 8) in Management Services, Business management, Organisational development, Strategic management or Industrial engineering; Training in Strategic management, Change management, Project Management, 10 years' experience in Strategy development or IT development/management or Business Development or Business Transformation and Change management; Strategic and forward thinking; Influencing skills, Communication skills: written and verbal communication skills; Report writing skills, Analytical thinking and complex problem-solving skills; Political and organisational alertness; and Leadership skills, Knowledge of strategy development frameworks, Knowledge of transformation and change management frameworks; Knowledge of digital business transformation and the role of technology that drives business value; Knowledge and understanding of data management, statistical environment and the statistical value chain; Understanding of government development policy and priorities and how the public sector operates, knowledge of government legislation, knowledge of diplomacy and protocol, Knowledge of changes and disruptions in the external environment and the impact on the organisation, Knowledge of research methodology, Dynamic, self-driven, innovative and result oriented, Good interpersonal skills, Strong influencing skills, Excellent communication skills

DUTIES : Conceptualise, design and maintenance of the business model, Direct the development of business operating model, Champion the development and facilitation of business transformation, Champion the development, assessment, analysis and reporting on business transformation programmes, Direct the design and maintenance of the business architecture of Stats SA.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 42/228 : **DEPUTY DIRECTOR: DISTRICT MANAGEMENT (X4 POSTS)**

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

CENTRE : Free State, Fezile Dabi District Office District Office Ref No: 27/11/26FS
Gauteng, West Rand District Office Ref No: 28/11/26GP
Witbank District Office Ref No: 29/11/26MP
Nelspruit District Office Ref No: 30/11/26MP

REQUIREMENTS : A Bachelor's Degree/ NQF 7 in Statistics / Mathematics / Demography/ Geography / Financial Management / Accounting / Human Resource Management / Public Management / Public Administration / Business Administration / Facilities Management / Security Management / Logistics. Training in research, sampling techniques, survey methods, financial management, marketing, stakeholder relations, customer focus, fleet management, logistics management, risk management, report writing, SASQAF Training. 3-4 years' experience as an Assistant Director in relevant fields such field operations, statistical support and coordination and Corporate Services. Knowledge of survey methodologies, project management, financial management, strategic management, risk management, HR management, facilities management, asset management, public management, Communication, decision-making, presentation, strategic thinking, interviewing, conflict resolution, leadership, map reading, report writing, supervisory and team management skills, skills in monitoring field operations. A creative, energetic, self-driven, results driven, assertive and innovative worker who has diversity awareness and emotional intelligence, is open to change and improvement, a good listener, is oriented towards service delivery, has consistency and integrity and stress management skills, A valid driver's license and ability to drive.

DUTIES : Develop district tactical and operational plans. Manage fieldwork operations/ services in the district. Manage Corporate Services in the district. Conduct stakeholder engagements to communicate, market and disseminate Stats SA products and services at district level. Manage staff and other resources.

ENQUIRIES : Mr G Parkins at 082 904 9771

POST 42/229 : **DEPUTY DIRECTOR: STANDARDS DEVELOPMENT REF NO: 32/11/26HO**

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

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF 7) in Statistics / Demography / Data Science / Economics / Econometrics; Training in Project Management, writing skills course, Suite of standards development courses, Advanced Management Course, Policy Development, Quality Management, Survey Methodology, Official Statistics, 3- 4 years' experience at Assistant Director level in the statistical or related field; Knowledge of the following is required: Fundamental principles of official statistics, Statistics Act and other legislations, Various statistical standards and classification systems, Knowledge of statistical processes and the statistical value chain, Survey Methodology, Various frameworks governing production of population and social statistics, and economics statistics, Government legislation/policies and how the Public Sector operates, Understanding of the role of statistics in government, Quality management systems and quality assessment frameworks, Interpretation of international guidelines and methodologies as applicable to the field of population and social statistics, and economic statistics. Planning and time management skills, Conceptualising, interpretation of international guidelines and methodologies as applicable to the field of population and social statistics and economic statistics, Planning, time management, report writing and communication skills, Analytical thinking and complex problem-solving skills, Decision-making skills, Project management skills, High degree of computer literacy, Stakeholder management, Facilitation skills, Ability to conduct research. An innovative, analytical oriented thinker, independent thinker, good communicator, accuracy and attention to details and must be able to work in a team, should be organised, able to think strategically, be committed, able to

show perseverance, be consistent, balanced and communicate processes effectively.

DUTIES : Monitor and coordinate the alignment of standards development initiatives with organisational and national priorities; Monitor and coordinate the development, review, and updating of statistical standards, classifications, concepts and definitions in Stats SA and statistical units within entities of the NSS (economics, social and environmental sectors); Monitor the development and maintenance of statistical standards-related policies, technical documentation, guidelines, and metadata templates; Monitor and coordinate environmental scanning activities to ensure informed development of national, regional, and international standards; Develop and review frameworks; Manage staff and other resources

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 42/230 : **DEPUTY DIRECTOR: METHODOLOGIST REF NO: 33/11/26HO (X3 POSTS)**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's degree (NQF 7) in Statistics / Mathematics / Data Science / Econometrics / Economics, Training in Project Management, SAS, MS Office Suite, Post-graduate studies in survey methodology, statistics, mathematics, data science, econometrics, economics, Training in survey methodology / data analysis, Minimum of 3 – 4 years' experience as a methodologist / statistician / data analyst / data scientist / econometrician or related in a research institution or statistical agency, Experience in survey processes e.g. data collection, analysis, evaluation and interpretation, Experience in supervising a team, Knowledge of statistical production processes, Statistical analysis skills, Research skills and Writing skills, A hard worker who is innovative, Able to identify and solve problems, analytical, Willing to adapt to change, Able to critically evaluate work methods and content, Able to work independently and accurately.

DUTIES : Monitor and coordinate development sampling frames (i.e. Master Sample and Statistical Business Register), Monitor and coordinate the maintenance and updating of sampling frames (i.e. Master Sample and Statistical Business Register), Monitor the development of methodologies and systems for weighting, estimation and seasonal adjustment, Monitor the evaluation of surveys and censuses with respect to the methodological dimensions of the South African Statistical Quality Assessment Framework (SASQAF), Manage staff and other resources, Develop and review frameworks.

ENQUIRIES : Ms R Katjedi Tel No: (012) 310 4797

POST 42/231 : **DEPUTY DIRECTOR: LARGE BUSINESS UNIT REF NO: 34/11/26HO**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A bachelor's Degree /NQF 7 / Accounting / Business management /Economics and Data Science; Training in Project management, Data Science, Microsoft Office suite package, Advanced management course; Writing skills course, 3-4 years' experience in Statistical production process at ASD level in data collection, managing and supervising a team and understanding of VAT/TAX legislation. Knowledge of Accounting, Business Economics, Economics, Data science and Taxation, Management skills, problem solving skills, Verbal and written communication skills, analytical skills, Conceptualising skills, Customer relations/care, Ability to conduct research. Good organiser, Good communicator, negotiator, presentable in corporate circles.

DUTIES : Monitor and coordinate the compilation of list of enterprise to be profiled, Review profiling of enterprise groups, Monitor and coordinate the updating of the Statistical business register, Monitor and coordinate he collection data from large enterprise, Develop and review frameworks, manage staff and other resources.

ENQUIRIES : Ms T Moalusi Tel No: (012) 377 6435

POST 42/232 : **DEPUTY DIRECTOR: ANALYSIS: BUSINESS REGISTER QUALITY IMPROVEMENT UNIT REF NO: 35/11/26HO**

SALARY : R932 929 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF 7) in Business Management/Economics/Statistics or Data Science. 3-4 years' experience at (Assistant Director) ASD Level in the

statistical production processes. Training in Total Quality Management and Project Management, Microsoft Office Suite packages. Knowledge of Business Management, Economics, Statistics, Data Science and Taxation. Management skills, problem solving skills, verbal and written communication skills, analytical skills, conceptualising skills. Good organiser, good communicator, and negotiator, presentable in corporate circles.

DUTIES : Monitor and coordinate the production of regular business register snapshots and frames, Monitor and coordinate the production of economic industries quality analysis reports across all SIC code digit levels, Monitor and coordinate the production of business register reports and statistics, Monitor and coordinate the selection and quality assurance of quality improvement survey samples, Develop and review frameworks, Manage staff and other resources.

ENQUIRIES : Mr C Letswalo Tel No: (012) 310 8476

POST 42/233 : **DEPUTY DIRECTOR TRANSPORT AND TOURISM STATISTICS REF NO: 36/11/26HO**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's degree (NQF 7) in Statistics / Applied Statistics / Data Science / Economics and Demography/Population studies, Training in statistical packages, project management skills, 3-4 years' experience AT Assistant Director level in the field of statistics, Knowledge of statistics, mathematics, economics, population/demography, Good communication skills, analytical skills, numeric, knowledge of report writing, basic programming and ability to work with team members (interpersonal skills), Willingness to learn, positive attitude, solution-orientated, self-motivated, confidence, adaptability, collaborative, active listening, empathy, empowering teams, decisive decision making, holding him/herself accountable, honesty and integrity, Hardworking and have the ability to work independently under pressure.

DUTIES : Monitor the development/review of content and methodologies on Transport and Tourism, Validate editing and imputation document for annual Transport and Tourism survey, Analyse and disseminate data, Develop and review frameworks, Manage staff and other resources.

ENQUIRIES : Ms R Katjedi Tel No: (012) 310 4797

POST 42/234 : **DEPUTY DIRECTOR: BASIC SERVICE & INFRASTRUCTURE SECTOR STATISTICS REF NO: 37/11/26HO**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF 7) in Statistics / Demography / Economics / Econometrics / Social Science and Population Studies, Training in Project Management, Statistical analysis, SAS training or training in other statistical packages, 3-4 years' at Assistant Director level in the relevant field, Extensive knowledge in official and national statistics, Experience in Census/surveys or administrative data collection/registers, Ability to articulate abstract concepts simply to stakeholders, High-level of conceptual and abstract thinking, Excellent problem solving and analytical skills, Report writing, Extensive knowledge of statistical and other related legislations, Extensive knowledge of data quality & management, Extensive knowledge of monitoring and evaluation systems and indicator development, Extensive knowledge of Census and administrative data methodologies, Diversity awareness, creativity, innovative thinker, assertiveness, open for change and improvement, self-driven, results-driven and team player.

DUTIES : Coordinate advocacy programmes to promote partnership with stakeholder within the Basic Services and Infrastructure Sector, Coordinate capacity building to NSS entities, Review and assess data quality and capacity gaps for all data producing entities, Monitor implementation of clearance protocol for Basic Services and Infrastructure Sector Statistics, Develop and review sector strategies and annual plans, Manage staff and other resources

ENQUIRIES : Mr O Marubyane Tel No: (012) 336 0151

POST 42/235 : **DEPUTY DIRECTOR: ECONOMIC SECTOR STATISTICS REF NO: 38/11/26HO**

SALARY : R932 292 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor's degree (NQF 7) in Statistics / Economics / Econometrics / Environmental Studies and Data Science, Training in Project Management, Statistical analysis, SAS training or training in other statistical packages, 3-4 years' at Assistant Director level in the relevant field, Extensive knowledge in official and national statistics, Experience in Census / surveys or administrative data collection/registers, Ability to articulate abstract concepts simply to stakeholders, High-level of conceptual and abstract thinking, Excellent problem solving and analytical skills, Report writing, Extensive knowledge of statistical and other related legislations, Extensive knowledge of data quality & management, Extensive knowledge of monitoring and evaluation systems and indicator development, Extensive knowledge of Census and administrative data methodologies, Diversity awareness, creativity, innovative thinker, assertiveness, open for change and improvement, self-driven, results-driven and team player.

DUTIES : Coordinate advocacy programmes to promote partnership with the Economic Sector Statistics, Coordinate capacity building to NSS entities, Review and assess data quality and capacity gaps for all data producing entities, Monitor implementation of clearance protocol for Economic Sector Statistics, Develop and review sector strategies and annual plans, Manage staff and other resources

ENQUIRIES : Mr O Marubyane Tel No: (012) 336 0151

POST 42/236 : **DEPUTY DIRECTOR: NETWORKING & RISK MANAGEMENT REF NO: 39/11/26HO**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor's degree (NQF 7) in Information Technology/ Computer Science/ Information Systems/ Engineering, Training in Project management, knowledge of ICT governance frameworks, CISSP, CIASM, CCNA, Microsoft Certificate: Azure At least 3-4 years' experience at ASD level in the field of ICT networking, ICT risk management and governance environment, Proven record in digital transformation, enterprise modernisation, or large-scale government IT deployments, knowledge in Networking management and administration, Strong knowledge of TCP/IP, DNS ,VPN ,NAT and routing protocols, Firewalls, load balancers and networks, security and cloud , Information Security, Systems administration , Email administration, in-depth technical knowledge of Technology Architecture , Web Infrastructure , Project Management , network devices , firewalls , routine and switches , Knowledge of telecommunications, database designs and management, IT security management and technology trends and development. Research, Problem solving, Advanced, troubleshooting, server and networking setup and configuration skills, Project management, networking implementation, Verbal and written communication skills, Good presentation, analytical, problem solving, interpersonal, and decision-making skills, a productive individual that takes initiative to tasks, Report writing, Networking and Security tools. Attributions Confident, Ability to work under pressure, customer focused, good communication, good pentation, Team leader/project manager, ability to multi-task. strong interpersonal skills, creativity & innovative. Proactive self –starter. self-motivated/initiative, resilient assertive integrity.

DUTIES : Develop and review frameworks, manage staff and other resources, Monitor and coordinate the design of ICT Network infrastructure, Monitor Cybersecurity and Network infrastructure, Monitor and coordinate ICT Risk Management and information security processes, Monitor and optimise the enhancement of utilisation of the ICT systems, Coordinate and monitor identity systems access.

ENQUIRIES : Ms S Ringane Tel No: (012) 310 8089

POST 42/237 : **DEPUTY DIRECTOR: PRINTING AND DISTRIBUTION REF NO: 40/11/26HO**

SALARY : R932 292 per annum (Level 11, (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor degree (NQF 7) in Public Administration/ Printing/Publishing management, Distribution management/Logistic and Marketing, Training in Desktop publishing, Enterprise Publishing, Advanced computer training, Three to four (3- 4) years at Assistant Director level in Printing, Publishing and logistics (distribution) ; Knowledge of Project management, Personnel management, Financial management, Office management, Publishing, Knowledge of organisation and Stats SA different publications, Supervising Skills, Organising and Prioritising, Delegation Skill, Time management,

Mentoring Communication, Problem solving skills, Client/customer orientated person, Deadline-driven, Delegation Skills, Well-organised and disciplined, Committed to deadlines, Co-operative and patient, Ability solve problems, Team player and able to work independently, Practical and friendly person.

DUTIES : Manage printing and bulk mail services, Manage distribution services, Develop policies, operational plan, procedures and guidelines for the component, Manage staff and other resource within the component.

ENQUIRIES : Mr C Mokonyane Tel No: (012) 310 4604

POST 42/238 : **OSD SENIOR LEGAL ADMINSTRTION OFFICER MR6 REF NO: 31/11/26HO**

SALARY : R610 434 – R1 442 451 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : LLB degree / NQF 8, 8 years' experience in a law firm or legal advisory services. Knowledge of South African Legal System, Constitutional and Administrative law, Law of Contract, DoE Policies and Acts, Public Service Acts and other legislation, Legal Drafting and Interpretation of Statutes, Court Practice and Procedures. Computer Skills, project management, research skills, legal court skills, legal administration, negotiation and dispute resolution skills, communication (written and verbal) skills.

DUTIES : Monitor the draft and vetting of contracts, memorandum of understanding and service level agreement, Coordinate the implementation of Statistics Act, 1999(Act no.06 of 1996) and other applicable legal prescripts, Scrutinise legislative and subordinate legislation administered by the Department of provide assistance during the legislative process, Coordinate the drafting of legal documents, memoranda, reports and submissions including arranging consultations and preparing letters of instructions of the State Attorney, Recommend on legal opinion on various legal prescripts having an impact on the functions of the Department, Train of the promotion of access to information act,2000; the promotion of administrative justice act,2000; and on any other legislation deemed as necessary in the department, Render legal advice to the Minister of Director-General on appeals lodged against administrative decisions taken in terms of legislation administered by the Department, Scrutinise draft international agreements and ensure compliance with the prescribed procedure for the conclusion of international agreements, Supervise Staff.

ENQUIRIES : Mr C Letswalo Tel No: (012) 310 8476

POST 42/239 : **METHODOLOGIST REF NO: 41/11/26HO**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's degree (NQF 7) in Statistics / Mathematics / Data Science / Economics / Econometrics, Training in Statistical packages, Ms Office suite, Post-graduate studies in survey methodology, statistics, mathematics, data science, econometrics, At least 3 – 4 years' experience as a methodologist / statistician / data analyst / data scientist or related in a research institution or statistical agency, Experience in survey processes e.g. data collection, analysis, evaluation and interpretation, Knowledge of statistical production processes, Good verbal and written communication skills, statistical analysis skills, planning/time management, problem identification and developing solutions, interpersonal skills, conceptualisation skills, computer skills, research skills, and skills to implement operational/theoretical solution to researched problems, A hard worker who is innovative, Able to identify and solve problems, Analytical, Willing to adapt to change, Able to critically evaluate work methods and content, Able to work independently and accurately.

DUTIES : Develop sampling frames (i.e. Master Sample and Statistical Business Register), Maintain and update sampling frames (i.e. Master Sample and Statistical Business Register), Develop methodologies and systems for weighting, estimation and seasonal adjustment, Evaluate surveys and censuses under the methodological dimensions of the South African Statistical Quality Assessment Framework (SASQAF), Develop and maintain sources and methods documentation.

ENQUIRIES : Ms R Katjedi Tel No: (012) 310 4797

POST 42/240 : **ASSISTANT DIRECTOR: BASIC SERVICES AND INFRASTRUCTURE SECTOR STATISTICS REF NO:42/11/26HO**

SALARY : R487 197 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor's degree/ NQF 7 in Statistics / Demography / Econometrics / Economics / Social Science; Training in Project management, Statistics analysis, SAS Training or training in another statistical package; 3-4 years' experience in Statistics, Demography, Economics, Econometrics, and Social Science, Knowledge of official statistics and national statistics, Experience in Census / Surveys or administrative data collection/register, Knowledge of statistical and other related legislations, Knowledge of data quality & management , Knowledge of monitoring & evaluation systems & indicator development, Knowledge of Census, Survey & administrative data methodologies, Ability to articulate abstract concepts simply to stakeholders, High-level of conceptual & abstract thinking, Excellent problem solving & analytical skills, Report writing. Diversity awareness, creativity, innovative thinker, assertiveness, open for change & improvement, self-driven, result-driven & team player.

DUTIES : Conduct advocacy programmes to promote partnerships with stakeholders within Basic services and infrastructure Sector Statistics, facilitate capacity building to entities of the NSS, Assess and address data, quality and capacity building for all data producing entities, Coordinate implementation of clearance protocol for Basic service and infrastructure sector Statistics, conduct statistical research to inform the development of the Sector Statistical Strategy/plan and National strategy for the development Statistics (NSDS), Supervise staff and other resources.

ENQUIRIES : Ms T Moalusi Tel No: (012) 377 6435

POST 42/241 : **ASSISTANT DIRECTOR: ENVIRONMENTAL SECTOR STATISTICS REF NO: 43/11/26HO**

SALARY : R487 197 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor Degree (NQF 7) in Statistics / Economics / Econometrics / Environmental Studies and Data Science, Training in Project Management, Statistical analysis, SAS training or training in other statistical packages, 3-4 years' experience in Statistics, Economics / Econometrics / Environmental Studies and Data Science Experience in Census/surveys or administrative data collection/registers, Ability to articulate abstract concepts simply to stakeholders, High-level of conceptual and abstract thinking, Excellent problem solving and analytical skills, Report writing, Extensive knowledge of statistical and other related legislations, Extensive knowledge of data quality & management, Extensive knowledge of monitoring and evaluation systems and indicator development, Extensive knowledge of Census, Surveys and administrative data methodologies, Diversity awareness, creativity, innovative thinker, assertiveness, open for change and improvement, self-driven, results-driven and team player.

DUTIES : Conduct advocacy programmes to promote partnerships with stakeholders within Environmental Sector Statistics, Facilitate capacity building to entities of the NSS, Assess and address data quality and capacity building for all producing entities, Coordinate implementation clearance protocol for Environmental Sector Statistics, Conduct Statistical research to inform the development of the Sectoral Statistical, Strategy/Plan and national strategy for the development of Statistics, Supervise staff and other resources.

ENQUIRIES : Mr O Marubyane Tel No: (012) 336 0151

POST 42/242 : **ASSISTANT DIRECTOR: ECONOMIC SECTOR STATISTICS REF NO: 44/11/26HO**

SALARY : R487 197 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor's degree/ NQF 7 in Statistics/ Economics/ Econometrics / Environmental studies/ Data science; Training in Project management, Statistics analysis, SAS Training or training in another statistical package; 3-4 years' experience in Statistics, Economics, Econometrics, Environmental studies and Data Science, Knowledge of official statistics and national statistics, Experience in Census / Surveys or administrative data collection/register, Knowledge of statistical and other related legislations, Knowledge of data quality & management , Knowledge of monitoring & evaluation systems & indicator development, Knowledge of Census, Survey & administrative data methodologies, Ability to articulate abstract concepts simply to stakeholders, High-level of conceptual & abstract thinking, Excellent

problem solving & analytical skills, Report writing. Diversity awareness, creativity, innovative thinker, assertiveness, open for change & improvement, self-driven, result-driven & team player.

DUTIES : Conduct advocacy programmes to promote partnerships with stakeholders within Economic Sector Statistics, facilitate capacity building to entities of the NSS, Assess and address data, quality and capacity building for all data producing entities, Coordinate implementation of clearance protocol for Economic Sector Statistics, conduct statistical research to inform the development of the Sector Statistical Strategy/plan and National strategy for the development Statistics (NSDS), Supervise staff and other resources.

ENQUIRIES : Ms T Moalusi Tel No: (012) 377 6435

POST 42/243 : **ASSISTANT DIRECTOR: ELECTRONIC PRODUCT DEVELOPMENT REF NO: 45/11/26HO**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Statistics / Mathematics / Data science / Population studies / Information Technology, A Post Graduate qualifications will be an added advantage, Project management, Training in data management, SAS programming At least 3-4 years' experience in Supervisory Working in experience in data management, analysis and database management systems, Peoples management, Computer programming, Statistics, mathematics and information technology, Communication. Knowledge of Official statistics, Geographic Information Systems(GIS) applications , Web programming and hosting , Survey methodology , Data processing , Demography , ICT security , Data management, Legislation on information sharing , knowledge of statistical packages , Knowledge of survey processing , knowledge of MS Office Suite Attributions Strategic, analytical, and creative thinking, Ability to work independently, Ability to develop and analytical policies, Patience, listening skills, Great communication skills, Passion for statistics and technology, Self-discipline, Excellent problem –solving skills, Attention to details, Ability to work long hours' pressure and meet tight deadlines, Planning and management.

DUTIES : Facilitate the development and maintenance of data dissemination infrastructure, Facilitate the development of electronic data products for both economic: population and social statistics, Coordinate and facilitate training on the use of statistical data and dissemination platforms, Facilitate the production data request output, Conduct mapping and project planning, Supervise staff and other resources.

ENQUIRIES : Ms S Ringane Tel No: (012) 310 8097

POST 42/244 : **ASSISTANT DIRECTOR: ECONOMICS REF NO: 46/11/26HO**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF 7) in Economics / Statistics / Accounting, Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUTs) and Input-Output tables with extensions and applications; and other subject specific manuals. Knowledge of Government Financial Statistics (GFS) and various classification systems. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management, At least 1 – 2 years supervisory experience in a similar field, Ability to plan, work and meet timelines. Innovative, analytical thinker and good communicator that works well in a team. Should be organised and able to think strategically and communicate processes effectively. Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point. This position will suite a person with excellent verbal and written communication skills and strong numeric and analytical skills.

DUTIES : Coordinate and innovate the production of Gross Domestic Product (GDP) Expenditure data, Coordinate the collection of GDP Expenditure data, Coordinate the analysis of GDP Expenditure data indicators, Coordinate and reconcile the quarterly estimates of GDP Expenditure with annual SUT's information, Coordinate the compilation of GDP Expenditure statistics, Conduct mapping and project planning, Supervise staff and other resources of the directorate.

ENQUIRIES : Ms S Ringane Tel No: (012) 310 8097

POST 42/245 : **ASSISTANT DIRECTOR: STANDARDS DEVELOPER REF NO: 47/11/26HO**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor Degree (NQF 7) in Statistics / Demography / Economics / Econometrics and Data Science, Writing skills course, Suite of standards development course, Policy development, Quality Management, Survey Methodology, Advanced computer literacy, Official Statistics, 1-2 years' experience at supervisory level in statistical or related field, Interpretation of international guidelines and methodologies as applicable to the field of population and social statistics and economic statistics, Conceptualising, interpretation, report writing and excellent communication skills (writing, Speaking, Understanding), Ability to write, interpret and present the contents of statistical standards, Ability to advocate for standardisation, Analytical thinking and complex problem-solving skills, Ability to conduct research, High degree of computer literacy, Stakeholder management, Good interpersonal skills and ability to work in a team environment, Facilitation skills, Knowledge of fundamental principles of official statistics, Knowledge of stats act and other legislations, Various statistical standards and classification systems, Knowledge of statistical processes and the statistical value chain, Development, maintenance and implementation of standards, Various framework governing production of population and social statistics and economic statistics, A good understanding of government policies and initiatives and the role of statistics in government decision-making, Quality management system and quality assessment framework, Stakeholder management and consultation, Energetic, self-driven, innovative and results driven team player, Ability to cope under pressure, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into departmental decision-making, Good interpersonal relation, hardworking and persistent, be self-confident and assertive, patience and creativity.
DUTIES : Coordinate the alignment of standards development initiatives with organisational and national priorities, Coordinate the development review, updating of statistical standards, classifications and concepts and definitions in Stats SA and statistical units within entities of the NSS (Economics, Social and Environmental Sectors), Coordinate the development and maintenance of statistical standards related policies, technical documentation, guidelines, and metadata templates, Coordinate and facilitate environmental scanning activities to support the development of national, regional and international standards, Conduct mapping and project planning, Supervise staff and other resources.
ENQUIRIES : Mr O Marubyane Tel No: (012) 336 0151

POST 42/246 : **ASSISTANT DIRECTOR: PRICE STATISTICS RESEARCH AND METHODOLOGY NO: 48/11/26HO**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor's degree /NQF 7 in Statistics/ Econometrics / Applied Mathematic / Data Science / Computer Science / Data Engineering/Information Systems / Economics Training in Survey Methodology, Price Statistics Methodology, Sampling Methodology. Index Number, Theory, Purchasing Power Parities (PPP) Research Methodology, Project Management, Statistical Quality Management (SASQAF), Data Science and Alternative Data Sources, SAS/R/Python programming. Knowledge in understanding of price index theory (e.g. Laspeyres, Paascha, Fisher indices) knowledge of data sources, collection methods, sampling and data editing techniques, Use of statistical packages (e.g. SAS,R,STATA, Python) and spreadsheet tools, Knowledge of the Consumer price Index(CPI) Producer Price Index (PPI) and other inflammation – related indicators , Official statistics frameworks (e.g. SNA , SDDS, UN Fundamental Principles of Official Statistics) Ability to conduct methodological research and write technical papers Attributions Excellent problem –solving and critical thinking, Effective communication and stakeholder engagement, High ethical standards and attention to details, Analytical, Work independently: dynamic, self- driven, innovative and result, oriented and driven to learn.
DUTIES : Coordinate the computation of weights for consumer price statistics (CPI), Coordinate the computation of weight for producer, construction price indices

and import and export unit value indices, Coordinate the development and implementation of statistical methodologies for sample design, computation and optimisation, and for existing and new price statistics series, Coordinate the integration of alterative data sources for price statistics, Conduct mapping and project planning, Supervisor staff and other resources

ENQUIRIES : Ms S Ringane Tel No: (012) 310 8097

POST 42/247 : **ASSISTANT DIRECTOR: CLASSIFICATION REF NO: 49/11/26HO**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A bachelor's degree/ NQF 7 in Business management / Economics/ Statistics / Data science; Training in Total quality management and project management, Microsoft Office suite package; 3-4 years' experience in Statistical production processed, Knowledge of Business management, Economics, Statistics, Data Science and Taxation. Management skills, Problem solving skills, verbal and written communication skills, analytical skills, conceptualising skills, Good organiser, Good communicator, negotiator, presentable in corporate circles.
DUTIES : Coordinate the quality control of SIC to ensure accurate classification of business, Coordinate the creation and maintenance of new/additional statistical units (KAU and GEO) in line with approved SIC codes, ,Coordinate the development of the South African Standards Industrial Classification manual, Review and validate the interpretation of classification framework and provide technical support to internal and external stakeholders, Coordinate and facilitate training and workshops on the classification framework, Conduct mapping and project planning, Supervisor staff and other resources.
ENQUIRIES : Ms T Moalusi Tel No: (012) 377 6435

POST 42/248 : **ASSISTANT DIRECTOR: SURVEY STATISTICIAN AFS REF NO: 50/11/26HO**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A bachelor's degree/ NQF 7 in Statistics/ Accounting/ Economics/ Econometrics, Training in Survey Methodology, Sampling Methodology, Project Management, Advanced training in MS Office Suite, Labour Relations and appropriate content related training, 3-4 years' experience in planning and execution of data collection, processing or analysis of samples, Experience in development of user-friendly products and outputs, Knowledge of the following: Fundamental principles of official statistics, Framework of economic statistics, methods and techniques, Survey methodology (statistical value chain), Industry and product classifications, Sampling theory, project management, Understanding of government developmental policy and priorities and how the public sector operates, knowledge of government legislation, diplomacy and protocol, Knowledge of the relevant international standards, classifications and guidelines, Good numeracy, computer literacy, communication, interpersonal, change management and presentation skills, A hard worker with professionalism, organisational alertness, strong work ethic, big picture aptitude, forward thinking.
DUTIES : Coordinate the development and testing of survey tools, Coordinate and review the collection and processing of data, Coordinate statistical data analysis, Coordinate the compilation and preparation of statistical reports for dissemination, Supervise staff and other resources, Supervise staff and other resources, Conduct mapping and project planning.

POST 42/249 : **SURVEY STATISTICIAN: SURVEY EVALUATION REF NO: 51/11/26HO (X2 POSTS)**

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office
REQUIREMENTS : Bachelor's Degree (NQF 7) in Statistics /Demography/Economics/Population Studies, Monitoring and Evaluation, Project management, Quality Management, Survey Methodology, Official statistics and Geography/ Geographical studies, Training in any statistical software package, At least 1-2 years' statistical production/related field, Research, Report writing skills, Management of human, financial and other resources, Planning and time management skills, Analytical thinking and problem solving skills , Computer literacy , Decision-making skills, Stakeholder management , Collaboration and Communication, Project management , Knowledge of Official statistics

methods , Fundamental principled of official statistics, Statistics Act and other legislations, Various statistical standards and classification systems , Knowledge of statistical processes and the statistical value chain . Knowledge of Survey Methodologies, Various frameworks governing production of population and social statistics, and economics statistics, Government legislation/policies and how the Public Sector operate , Understanding of the role of statistics in government, Quality management systems and quality assessment frameworks. Attributions Analytical thinker, Independent thinker, Innovative thinker, Ability to solve complex problems without a defined framework, Ability to liaise at all levels of the organisation, Accuracy and attention to detail, Team player and Interpersonal.

DUTIES : Develop, implement and review census and survey evaluation SOP's (including the CoP) aligned with organisational strategies and international best practices, Facilitate and support activities of the various phases of the Post Enumeration Survey, Develop and maintain the organisational Quality Management Systems (QMS)for improvements in statistical processes and the quality of statistical products.

ENQUIRIES : Mr C Mokonyane Tel No: (012) 310 4604

POST 42/250 : **SURVEY STATISTICIAN: SURVEY MONITORING) REF NO: 52/11/26HO (X3 POSTS)**

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor Degree (NQF 7) in Statistics / Demography / Economics and Population Studies Training in Monitoring and Evaluation, Project Management, Quality Management, Survey Methodology, Official Statistics, Geography / Geographical studies; Training in any statistical software package 1-2 years' experience in statistical production or related field, Knowledge of Project management, Knowledge of official statistics methods, Fundamental principles of official statistics, Statistics Act and other legislations, Various statistical standards and classification systems, Knowledge of statistical processes and the statistical value chain, Knowledge of Survey Methodologies, Various frameworks governing production of population and social statistics, and economics statistics, Government legislation/policies and how the Public Sector operate , Understanding of the role of statistics in government, Quality management systems and quality assessment frameworks, Skills in Research, Report writing skills, Planning and time management skills, Analytical thinking and problem-solving skills, Computer literacy, Decision-making skills, Collaboration, Communication, Organization, Analytical thinker, Independent thinker innovative thinker, Ability to solve complex problems without a defined framework, Ability to liaise at all level of the organisation, Accuracy and attention to detail, team player. Interpersonal.

DUTIES : Develop the SOPs and review Census and Survey Monitoring framework aligned with organisational strategies and international best practices, Conduct pre-monitoring activities and statistical analysis of projects data to assess performance trends and data quality, Develop monitoring tools and methods which include data collection forms, tabulation plans, reporting systems in line with monitoring objectives and indicators, Facilitate and support real-time monitoring of projects.

ENQUIRIES : Ms S Ringane Tel No: (012) 310 8097

POST 42/251 : **OFFICER: LARGE BUSINESS UNIT REF NO: 53/11/26HO (X3 POSTS)**

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A National Diploma (NQF 6) in Accounting/Business Management/ Economics. 1-2 years' experience in the statistical production process. Training in Project Management, Data Sciences, Microsoft Office Suite packages, Advanced Management course, writing skills course. Knowledge of Accounting, Business Economics, Economics, Data Science Taxation. Management skills, problem solving skills, verbal and written communication skills, analytical skills, conceptual skills, Customer relations/care Ability to conduct research. Good organiser, good communicator and negotiator, presentable in corporate circles.

DUTIES : Identify and compile enterprise groups to be profiled, Profile enterprise groups, Update the Statistical Business Register, Collect required data from large enterprises to maintain the statistical business register.

ENQUIRIES : Mr C Letswalo Tel No: (012) 310 8476

POST 42/252	:	**CLASSIFICATION OFFICER – QUALITY IMPROVEMENT UNIT REF NO: 54/11/26HO**
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A Bachelor's Degree/ NQF 7 in Business Management, Economics, Statistics/ Data Science, Training in Total Quality Management, Project Management and Microsoft Office suite packages, At least 1 – 2 years' experience in the statistical production processes and in data collection, Understanding of VAT/TAX legislation, Knowledge of Business Management, Economics, Statistics, Data Science and Taxation, Management skills, problem solving skills, verbal and written communication skills, analytical skills, conceptualising skills, Good organiser, good communicator, and negotiator, presentable in corporate circles.
DUTIES	:	Conduct quality control of SIC to ensure accurate classification of businesses, Maintain and create new/additional statistical units (KAU and GEO) in line with approved SIC codes, Develop South African Standard Industrial Classification Manual, Interpret the classification framework and provide technical support to internal and external stakeholders, Conduct training and workshops on classification framework.
ENQUIRIES	:	Ms Lehlohonolo Dooka Tel No: (012) 336 0161
POST 42/253	:	**SURVEY STATISTICIAN – ANALYSIS REF NO: 55/11/26HO (X3 POSTS)**
SALARY	:	R413 001 per annum (Level 08), (all-inclusive remuneration package)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	Bachelor Degree (NQF 7) in Business Management/Economic/Statistic or Data Science Training in Total Quality Management, and Project Management Micro Office Suite Packages, One to two years (1- 2) years in the statistical production process, Knowledge in Business Management, Economics, Statistics Data Science, and Taxation, Management Skills, Problem Solving Skill, Verbal and Written communication Skill, Analytical skills, Conceptualising skills, Good organiser, Good communicator and negotiator and presentable in corporate circle,
DUTIES	:	Produce Statistical Business Register snapshots (EN&GEO), financial frames and employment frames, Conduct the production of economic Industries quality analysis reports across all SIC code digit level, Produce the business register report and statistics, Draw the quality improvement surveys samples
ENQUIRIES	:	Mr C Mokonyane Tel No: (012) 310 4604
POST 42/254	:	**SURVEY STATISTICIAN: GOVERNANCE, PUBLIC SAFETY & JUSTICE STATISTICS REF NO: 56/11/26HO**
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A Bachelor's Degree (NQF 7) in Statistics / Applied Statistics / Data Science / Economics and Demography/Population studies, Training in statistical packages, project management skills, At least 1-2 years' experience in the field of statistics, Knowledge of statistics, mathematics, economics, population/demography, Good communication skills, analytical skills, numeric, knowledge of report writing, basic programming and ability to work with team members (interpersonal skills), Willingness to learn, positive attitude, solution-orientated, self-motivated, confidence, adaptability, collaborative, active listening, empathy, empowering teams, decisive decision making, holding him/herself accountable, honesty and integrity, Hardworking and have the ability to work independently under pressure.
DUTIES	:	Develop /review content methodologies and training material for Governance, Public safety and Justics Statistics, Write/update editing and imputations programs for Governance, Public safety and Justice survey, Produce tables, graphs for publication of Governance, Public safety and Justice Statistics publications, releases and reports, Conduct Stakeholder engagements to address user request queries.
ENQUIRIES	:	Ms R Katjedi Tel No: (012) 310 4797
POST 42/255	:	**SENIOR ELECTRONIC PRODUCT DEVELOPMENT OFFICER REF NO: 57/11/26HO (X2 POSTS)**
SALARY	:	R413 001 per annum (Level 08)

CENTRE	:	Head Office
REQUIREMENTS	:	Bachelor's degree (NQF 7) in Statistics/Mathematics/Data science/Population studies /Information Technology, Project management, Training in data management, SAS programming At least 1-2 years' experience working proven in data management , analytical and database management systems Knowledge of Official statistics, Geographic Information Systems(GIS) applications , Web programming and hosting , Survey methodology , Data processing , Demography , ICT security , Data management , Legislations on information sharing, knowledge of survey processing , knowledge of MS Office Suite Attributions Strategic, analytical, and creative thinking, Ability to work independently, Ability to develop and analytical policies, Patience, listening skills, Great communication skills, Passion for statistics and technology, Self-discipline, Excellent problem –solving skills, Attention to details, Ability to work long hours' pressure and meet tight deadlines, Planning and management.
DUTIES	:	Develop and maintain the data dissemination infrastructure, develop electronic data products for both economic: population and social statistics, Facilitate training on the use of statistical data and dissemination platforms and Produce data request output.
ENQUIRIES	:	Ms S Ringane Tel No: (012) 310 8097
POST 42/256	:	**ASSISTANT STATISTICAL OFFICER DISTRIBUTIVE TRADE STATISTICS REF NO: 58/11/26HO (X2 POSTS)**
SALARY	:	R280 278 per annum (Level 06), (all-inclusive remuneration package)
CENTRE	:	Head Office
REQUIREMENTS	:	Matric (NQF 4) Survey Methodology, Advanced Training in MS Office and appropriate content related training, At least 0-11 months in data collection and processing, Numeracy, Computer literacy. Professionalism, Confidentiality, Analytical Thinking, Organisational Alertness and Strong writing and presentation, Fundamental principles of official statistics, Framework of economic statistics, Survey methodology (SVC), Understanding of government developmental policy and priorities and how the public sector operates, Knowledge of government legislation, Knowledge of the relevant international standards, classifications and guidelines. Good writing and communication skills, Strong interpersonal skills and Strong work ethic.
DUTIES	:	Test the data processing systems, Collect and process data, interpret collected data, Capture and update collected data.
ENQUIRIES	:	Ms S Ringane Tel No: (012) 310 8097

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 the Chief Director: HR Management and Development at the Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided. Email applications: Recruitment6726@tourism.gov.za
CLOSING DATE	:	04 December 2026 by 16:30 (Late applications will not be considered)
NOTE	:	Application must include a new Z83 form and CV only. Electronic applications must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (i.e. old Z83 form) will not be considered. Each post's advertisement 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 the disqualification of the application during the selection process. All fields of Sections A, B, C, and D of the new Z83 form must be completed in full. Due to the limited space on the new Z83 form, it is acceptable for applicants to refer to their CV or indicate "see attached" in respect of Sections E, F and G. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are 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 Resource Management, and such qualifications and other related documents will be in line with the requirements of the advert. Applicants 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, or whose applications were received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and attainment of a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. By applying for this post, you are consenting to the Department of Tourism processing your personal information, subject to POPIA.

MANAGEMENT ECHELON

POST 42/257	:	**CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: DT67/2026**
SALARY	:	R1 554 696 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.)
CENTRE	:	Pretoria
REQUIREMENTS	:	A minimum SAQA recognised qualification at NQF level 7 in Human Resources/ Public Administration or a Social Science-related qualification plus proven strategic management and leadership experience. A minimum of 5 years' working experience in a Senior Management position in a Human Resources environment. In-depth knowledge and application of the Human

Resources prescripts applicable in the Public Service, including the Public Service Act and Regulations. Knowledge and experience in Security and Facilities Management will be an added advantage. Proven competencies in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery, and problem solving. Proven experience and skills in policy development, implementation, and stakeholder management. In-depth knowledge and application of prescripts applicable in the Public Service, including Public Finance Management Act and Treasury Regulations; Required Skills: Strategic Management and Leadership, Verbal and Written, Computer Literacy; Knowledge of the Government Planning and Delivery Cycle; Computer Literacy; A valid driver's license and willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES : Reporting to the Deputy Director General: Corporate Management, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction to the Chief Directorate; Render Strategic Human Resource Services, including management of labour relations, and champion the development, implementation of the Human Resource Strategy; Facilitate the development and implementation of effective talent management and retention strategy; Oversee the development and implementation of training and development interventions for the Department; Facilitate an effective employee performance management and employee relations systems. Manage Security and Facilities Management; Manage and facilitate the provision of employee health and wellness, including occupational health and safety.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

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 or at e-recruitment system: erecruit.transport.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	:	24 December 2026
NOTE	:	Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo Psychometric Assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. 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 42/258	:	**DIRECTOR: INDUSTRY DEVELOPMENT AND ECONOMIC REGULATION REF NO: DOT/HRM/2026/45**
SALARY	:	R1 317 384 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 recognized by SAQA in Maritime Management/ Transport Economics/ Built Engineering/ Economics/ Transport Planning with a minimum of 5 years working experience at middle/senior managerial level in the maritime industry. Knowledge and Skills: Knowledge of South African Maritime Transport Environment, knowledge and understanding of the Port development framework, knowledge of the Comprehensive Maritime Transport Policy, knowledge of international Maritime Treaties/ protocols (WTO/WCO/UNCTAD/IMO), knowledge of the Merchant Shipping Act and relevant Maritime Regulations, knowledge and understanding of the Economics and Modelling in the transport related discipline; Compilation

		of management reports and knowledge of the Public Finance Management Act (PFMA). Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management.
DUTIES	:	Ensure compliance with economic policies and development of multilateral and bilateral agreements. Manage maritime economic regulation and analysis. Manage the promotion of the maritime industry locally, regionally and globally. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the resources of the Directorate.
ENQUIRIES	:	Ms T Mashiloane Tel No: (012) 309 3112
POST 42/259	:	**DIRECTOR: PUBLIC TRANSPORT STAKEHOLDER MANAGEMENT REF NO: DOT/HRM/2026/46**
SALARY	:	R1 317 384 per annum, all-inclusive salary package, of which 30% can be structured according to individual's needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF Level 7 as recognized by SAQA in Transport Economics / Economics / Development Economics / Transport Management / Public Management / Administration / Transport and Logistics Management / Development in Planning and Management/ Policy Studies / Public Policy / Communication / Labour Relations/ Law with a minimum of 5 years working experience at middle/senior managerial level in the public transport sector. Certificate of successful completion of the National School of Governments' Senior Management Service Pre-Entry Programme. Knowledge and Skills: Sound knowledge of the National Land Transport Act (NLTA), extensive knowledge in public transport sector policies, prescripts, legislation, knowledge of the Public Transport regulations, knowledge in the development of strategies and policies, knowledge of the compilation of management reports, knowledge of the PFMA, stakeholder management and conflict resolutions. Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management, Client Orientation and Customer focus; Change Management.
DUTIES	:	Manage and coordinate public transport stakeholders. Manage conflict resolutions and mitigation of public disputes. Manage the liaison with various public transport stakeholders. Manage the resources of the Directorate.
ENQUIRIES	:	Mr L Manamela Tel No: (012) 309 3638
POST 42/260	:	**DIRECTOR: REGIONAL CORRIDORS REF NO: DOT/HRM/2026/47**
SALARY	:	R1 317 384 per annum, all-inclusive salary package, of which 30% can be structured according to individual's needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF Level 7 in Transport Economics / Transport Planning / Transport and logistics Management / Political Science / Economics / International Politics / International Relations with a minimum of 5 years working experience at middle/senior managerial level in Regional Integration, Trade field or Transport Economics or Economics. Knowledge and Skills: Knowledge of Corridor Management Institutions (CMI's), Economics/ trade relations knowledge and skills, foreign policy/ political analysis skills, Negotiating. Stakeholder relations/ management skills, Knowledge and understanding of AU/SADC including institutions, Knowledge and understanding o Regional Economic Communities (RECs), Knowledge and understanding of SADC Protocols and AU Frameworks, PFMA/ Public Service Prescripts, compilation of management reports and Computer skills. Certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management Client Orientation and Customer focus.
DUTIES	:	Manage the coordination of regional corridors programmes and interventions development through infrastructure development. Manage the establishment and maintenance of regional corridor management instruments. Manage the harmonization of standards along corridors. Manage regional corridor projects. Manage the resources of the Directorate.
ENQUIRIES	:	Mr S Mogotsi Tel No: (012) 309 3534

POST 42/261	:	**DIRECTOR: PUBLIC ENTITY PERFORMANCE AND COMPLIANCE REF NO: DOT/HRM/2026/48**
SALARY	:	R1 317 384 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 as recognised by SAQA in Economics, Financial Management / B.Com Accounting with minimum of 5 years working experience at middle/senior managerial level in a corporate governance or state-owned enterprise oversight environment. Knowledge and Skills: Legislative and policy prescripts relevant to the Department and its SOEs. Corporate governance as it applies to the public and private sectors. Project Management, strategic planning, and risk management. Knowledge and understanding of the Public Finance Management Act (PFMA); National treasury Regulations and other relevant legislation and policies relevant to public entities; Understanding of corporate governance processes, the facilitation of appointments for Boards or Councils of public entities and the coordination of entities strategic and annual performance plans; Knowledge and understanding of monitoring the performance of public entities. Knowledge of data analysis, financial and non-financial report writing. Policy formulation and evaluation. Communication; Financial Management. Strategic Capability and Leadership. People Management and Empowerment. Project and Programme Management.
DUTIES	:	Ensure alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Plans) with the strategic plan of the Department. Monitor and evaluate performance of DoT Entities as stated in the planning documents; Monitor compliance with PFMA and/or agency's enabling legislation, regulations and policies. Manage stakeholder relationship. Participate in the project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage resources of the directorate.
ENQUIRIES	:	Ms M Motsepe Tel No: (012) 309 3851
POST 42/262	:	**DIRECTOR: PUBLIC TRANSPORT INFORMATION MANAGEMENT REF NO: DOT/HRM/2026/49**
SALARY	:	R1 317 384 per annum, all-inclusive salary package, of which 30% may be structured according to the successful candidate's needs
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF Level 7 as recognised by SAQA in Urban and Regional Planning / Transport Economics / Information Systems / Transport Management / Project Management with a minimum of 5 years working experience at middle/senior managerial level in the transport sector or information management systems environment. Successful completion of the National School of Government Senior Management Service Pre-Entry Programme. Knowledge and Skills: Knowledge of public transport sector policies, legislation. Extensive knowledge in the management information systems. Knowledge of public transport regulations. Knowledge in the development of strategies and policies. Knowledge in the development and management of information database. Knowledge of compilation of management reports. Knowledge of the Public Finance Management Act (PFMA). Knowledge of Stakeholder management. Knowledge in the development of technologies for information system; Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project / Programme Management.
DUTIES	:	Manage the development, maintenance and coordination of Public Transport Information Management Systems and related responsibilities within the broader Public Transport Implementation Programme as empowered by section 6 of the National Land Transport Act No: 05 of 2009 as amended and related regulations. Ensure that the required service standards are in place in the component to promote effective, efficient and economical functioning. Integrate existing Public Transport Information Systems. Manage the development of a Public Transport database. Manage the resources of the Directorate.
ENQUIRIES	:	Adv M Matebese Tel No: (012) 309 3861

POST 42/263 : **DIRECTOR: SCHOLAR TRANSPORT AND PUBLIC TRANSPORT SPECIAL GROUPS REF NO: DOT/HRM/2026/50**

SALARY : R1 317 384 per annum, all-inclusive salary package, of which 30% may be structured according to the successful candidate's needs.

CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF Level 7 as recognised by SAQA in Transport Economics / Economics / Development Studies / Development Economics / Transport Management / Finance / Public Management Transport and Logistics Management / Development in Planning and Management with a minimum of 5 years working experience at middle/senior managerial level in the transport sector. Successful completion of the National School of Government Senior Management Service Pre-Entry Programme. Knowledge and Skills: Knowledge and understanding of public, scholar, rural and non-motorised transport. Knowledge of developing strategies and policies. Sound knowledge of the PFMA and Treasury Regulations. Sound knowledge of the transport sector. Knowledge and understanding of the public transport regulations and prescripts. Knowledge of the compilation of management reports. Communication and negotiation skills (verbal and written). Computer skills. Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management Client Orientation and Customer focus; Change Management.

DUTIES : Manage the development, implementation and maintenance of scholar transport strategies and policies. Manage the development and implementation of Non-Motorised Transport (NMT) policies to support scholar transport programmes. Manage the development and implementation of accessible transport programmes. Manage the resources of the Directorate.

ENQUIRIES : Mr E Maake Tel No: (012) 309 3327

POST 42/264 : **DIRECTOR: PUBLIC TRANSPORT NETWORK DEVELOPMENT 4 CITIES REF NO: DOT/HRM/2026/51**

SALARY : R1 317 384 per annum, all-inclusive salary package, of which 30% may be structured according to the successful candidate's needs.

CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF Level 7 as recognised by SAQA in Transport Management / Transport Economics / Transport and Logistics Management / Transport Planning / Town and Regional Planning / Public Policy / Public Management with a minimum of 5 years working experience at middle/senior managerial level in the management of passenger transport field. Successful completion of the National School of Government Senior Management Service Pre-Entry Programme. Knowledge and Skills: An advanced understanding of the National Land Transport Act (NLTA) and Transport Policy. Thorough knowledge of the public transport environment. Thorough knowledge of Project, financial and contract management. Advanced knowledge and understanding of the PFMA, MFMA and Division of Revenue Act (DoRA). Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management.

DUTIES : Facilitate the development and updating of Integrated Public Transport Networks (IPTNs) suite of Plans in selected municipalities. Develop national norms and standards and guidelines to enable implementation of the Public Transport Strategy. Assess and monitor IPTN operations in selected municipalities. Manage internal and external stakeholder liaison. Monitor compliance of the Public Transport Network Grant Framework. Manage the resources of the Directorate.

ENQUIRIES : Ms K Manana Tel No: (012) 309 3904

OTHER POST

POST 42/265 : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DOT/HRM/2026/52**
Branch: Administration (CFO)
Chief Directorate: Financial Accounting and Supply Chain Management
Directorate: Supply Chain Management

SALARY : R487 197 per annum (Level 09), (all salary inclusive package Level).

CENTRE : Pretoria

REQUIREMENTS : An appropriate NQF Level 6 qualification in Supply Chain Management / Logistics with a minimum of three (3) years' experience at supervisory or

practitioner level within Supply Chain Management specifically in the field of Logistics. Knowledge and Skills: Thorough understanding of Supply Chain Management prescripts. Thorough understanding of LOGIS. Thorough understanding of BAS. Compilation of management reports. PFMA AND Treasury Regulations. Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management Client Orientation and Customer focus; Change Management.

DUTIES : Manage payment of goods and services. Manage purchase orders for goods and services. Manage receipt of goods and services and the store. Manage the LOGIS system. Compile financial and audit reports. Manage resources of the section.

ENQUIRIES : Ms V Tshipapa Tel No: (012) 309 3287

ANNEXURE T

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.



APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 07 December 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. It should be noted that the 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. 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. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. 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 disclose particulars of all registrable financial interests and 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. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a closing date listed and closing time of 12h00 (Midday) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (Midday) of the said closing date for that post. There are no other

means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

OTHER POSTS

POST 42/266 : **DEPUTY DIRECTOR: ECONOMIC AND INFRASTRUCTURE REF NO: S126/2026**
Division: Budget Office (BO)
Purpose: To support the management of Official Development Assistance (ODA)/ development cooperation to the South African Government, and the promotion of sound ODA/ development cooperation management within the economic and infrastructure sector.

SALARY : R1 101 468 per annum (including benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) or degree (equivalent to NQF level 7) in Economic Sciences or Social Sciences or Development Studies. A Minimum of 4 years' experience is required of which 2 years should be at an Assistant Director level or equivalent obtained in programme and portfolio management. Knowledge and experience of public policy development and implementation. Knowledge and experience of developmental management and development cooperation. Knowledge and experience of investment and blended financing.
DUTIES : Coordination, ownership and management of ODA: Ensure the alignment of ODA allocations to South African policies and procedures; Facilitating ODA commitments and flows to SA– including supporting its programming. Reviewing and assessing trends and best practices pertaining to the economic sector and updating current database of all ODA funded programmes within the sector. Arranging the record keeping of meetings with donors and South African Government representatives involved in particular donor programmes. Have an understanding of the infrastructure sector, its financing and of development and climate cooperation. Programme Delivery: Implement ODA management policies, procedures and processes (ODA Management guidelines) within the economic sector. Liaise/ negotiate with stakeholders within National Treasury (Public Finance, IGR, ALM, EPIC), lead sector national departments and entities, provincial and local government decision-makers and ODA project and finance managers and relevant donors regarding the consolidation of ODA programmes. Facilitate the smooth implementation of donor-supported projects. Have experience in working with project finance and infrastructure finance. Compliance with Global ODA Commitments: Participate in the ODA global debates and forums within the development effectiveness environment. Prepare South African position papers within the development effectiveness discourse. Strengthen the ODA Knowledge Base: Implement database to feed into the knowledge management processes. Support best practices of ODA management within the sector. Alignment of ODA to Budget: Support processes that will enhance programming, reporting and alignment of ODA to budget priorities. A good understanding of public finance allocations and alignment to public finance frameworks.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 42/267 : **ASSISTANT DIRECTOR: SOUTHERN AFRICAN DEVELOPMENT COMMUNITY REF NO: S128/2026**
Division: Economic Policy and International Cooperation (EPIC)
Purpose: To coordinate South Africa's relations with SADC as an institution and bilateral relationships between South Africa and SADC Member States.

SALARY : R605 742 per annum (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a bachelor's degree (equivalent to NQF level 7) in Economics and Econometrics, and Political Science or Development Studies. A minimum 3 years' experience within a development institution or policy or financial environment. Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda. Proven knowledge and experience of benchmarking and research with recognised international institutions. Knowledge and experience in economic policy, and research diplomatic level will serve as an added advantage.
DUTIES : Policy Analysis: Assist with the formulation of National Treasury's position on regional economic and financial integration agenda in SADC. Provide inputs into cabinet memoranda and coordinate the Inter-Ministerial Committee

process. Monitor and develop an in-depth profile of identified strategic SADC countries. Assist with the development of policy positions within SADC member countries on finance and development. Regional Integration: Assess the extent of existing institutional arrangements and assistance to attain regional integration. Provide input to policy on co-operation with regional and global multilateral institutions on the development of SADC. Coordinate the payment of all funds due to AFRITAC South. Stakeholder Engagement: Update views on SADC emanating from business and other non-state organisations and organise knowledge-sharing platforms. Co-ordinate the National Treasury's task team on SADC that involves Ministries of Finance. Coordinate capacity building within SADC countries. Coordinate dialogue between the South African Ministry of Finance and SADC Ministries of Finance. SADC Cooperation: Assist in negotiations within SADC and bilaterally with SADC countries. Coordinate and update in-house publications on SADC projects.

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

DEPARTMENT OF WATER AND SANITATION

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

CLOSING DATE : 04 December 2026

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

OTHER POSTS

POST 42/268 : **ENGINEER PRODUCTION GRADE A - C REF NO: 041226/01**
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Div: Open Channel Systems

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

CENTRE : Pretoria Head Office

REQUIREMENTS : A Civil Engineering Degree (B. Eng / BSc. Eng) qualification. Three (3) years post-qualification engineering experience relevant to Water Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a professional engineer (Pr. Eng) is a requirement. The disclosure of a valid, unexpired driver's license is also required, as site visits and travel form part of the job description. Competency and experience in the implementation of civil engineering projects, as well as the design of hydraulic structures and water conveyance systems, is essential. Additional competencies and knowledge include engineering design and analysis, legal compliance, computer-aided engineering applications, project management, strategic capability and leadership, financial management skills, and excellent communication skills (verbal and written).

DUTIES : Plan and design civil engineering projects. Develop tender specifications. Perform reviews, approvals, and audits of engineering designs in line with established design principles, theories, and standards. Supervise engineering work and processes. Optimise design and cost-effectiveness of open channel projects, including risk management. Evaluate, edit, and authorise all designs, reports, engineering drawings, and specifications. Manage resources by preparing and consolidating inputs for effective utilisation. Manage consulting engineers and/or contractors, including contract administration and resolution of claims. Mentor and train Candidate Engineers and Technicians. Manage administrative, financial, and personnel-related functions.

ENQUIRIES : Mr. HH Luttig Tel No: (012) 336 8095/Mr. R. De Lange Tel No: (012) 336 6542

POST 42/269 : **ENGINEER PRODUCTION GRADE A - C REF NO: 041226/02**
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Div: Dam Design

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

CENTRE : Pretoria Head Office

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

DUTIES : Engineering design and analysis, reviews, and approvals of dams and their appurtenant structures. Plan and manage engineering projects throughout the entire project life cycle (ECSA Stages). Basic legal background and contract management skills for the implementation of civil engineering projects. Basic background of Service Level Agreements and interpretation of technical clauses. Excellent knowledge of Civil Engineering Specifications, Drawings, Bill of Quantities, Project Programming, cash flow projections. Ensure adherence to engineering standards and sound engineering principles on civil engineering projects. Ability to travel to Construction Sites monthly for Site Meetings, Quality Control and Quality Assurance processes. Prepare and contribute to design progress reports, design reports, site inspection/investigation reports, technical review comments and risk registers. Review and assess technical submissions, reports, drawings, and calculations for compliance with approved design criteria, applicable standards and guidelines, and contractual requirements. Promote skills transfer and development of candidate engineers. Manage resources and inputs for the facilitation of resource utilization and the ability to work in a multidisciplinary engineering team. Research and development. Office administration and budget planning.

ENQUIRIES : Mr. T. Maphaqa Tel No: (012) 336 2106/Mr. T. Burger Tel No: (012) 336 8216/Mr. A. Havenga Tel No: (012) 336 8814

POST 42/270 : **ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 041226/03**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Water and Sanitation Services Management: WC
CD: Provincial Operations: Western Cape

SALARY : R605 742 per annum (Level 10)

CENTRE : Bellville

REQUIREMENTS : A National Diploma in Social Science at NQF level 6 or relevant qualification. Five (5) Years experience in a water services environment. The disclosure of a valid unexpired driver's license. Knowledge of strategic and operational plan

management. Ability to implement policies. Knowledge of monitoring and evaluation principles. Knowledge of National Water Act 36 of 1998 and the Water Service Act 108 of 1997. Knowledge and understanding of policies and guidelines governing water sector.

DUTIES : Provide support in the implementation of water services policy and strategy by the water services sectors. Provide support in the implementation of Basic Household Water Service Policy. Support Water Services Institutions in the implementation of water services policies and guidelines aimed at basic water and sanitation services provision. Facilitate workshops to create awareness on policies and guidelines. Implement water services strategy through WSDPs and ensure compliance with the Basic household water service policy and guidelines. Assist in the development of appropriate maintenance procedures through best practices. Provide support to the water services sector in business planning, appraisal and monitoring. The provision of support to the water services authority through the development of capacity in operations and maintenance of water services infrastructure. Management of water and sanitation education programmes in schools aimed at promoting sustainable water use and improved sanitation practices. The empowerment and building capacity of newly elected councilors on water services business. The provision of skills development to unemployed youth in order to create job opportunities. Provide support with water services capacity building, skills training and job creation through EPWP. Liaise with municipalities, government departments, training providers, and other stakeholders on capacity development initiatives. Coordinate the receipt, verification, and analysis of water services data submitted by Water Services Authorities (WSAs) to facilitate the advocacy of water use efficiency within the water services sector and promote water advocacy programmes. Monitoring and coordination of monthly reporting on performance within the section. Monitoring of Demand Management Plan and procurement within the section. The management of Human Resources within the section. To participate in the recruitment and selection of staff. To manage the development of individuals in the section. Ensure that HRD policies are applied to all staff members within the section.

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

POST 42/271 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 041226/04**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Div Dam Design

SALARY : R573 552 per annum, (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years of post-qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus and responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, Pretoria-West Hydraulic Laboratories, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr. T. Maphaqa Tel No: (012) 336 2106/Mr. T. Burger Tel No: (012) 336 8216/Mr. A. Havenga Tel No: (012) 336 8814

POST 42/272 : **CHIEF DEVELOPMENT EXPERT: CONSUMER PROTECTION REF NO: 041226/05**
Branch: Regulations, Compliance and Enforcement
CD: Economic and Social Regulation
SD: Social Regulation

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification in Social Science / Law / Financial Management / Economic Sciences or any Relevant Qualification, Three (3) years' relevant experience in economic and regulatory environment. Knowledge of the Water Services Act, National Water Act and the relevant water policies. Knowledge of norms and standards in terms of Section 9 and 10 of the Water Services Act. Knowledge of Raw Water Pricing Strategy in terms of section 56 of the National Water Act. Understanding of the MFMA, PFMA and the relevant regulations/circulars. Knowledge of project and programme management. Knowledge of financial management. Knowledge of Public Service Act and Public Service Regulations. Knowledge of inter-government sector. Knowledge and understanding of human behaviour. Knowledge of customer protection intergovernmental relations, public service acts, departmental policies and procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Research and report writing skills.
DUTIES : Review and develop service quality standards. Facilitate stakeholder empowerment on service quality. Assess performance and service quality compliance of water management institutions and water services institutions. Render administrative duties.
ENQUIRIES : Ms S Moshidi Tel No: (012) 336 6614

POST 42/273 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 041226/06**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R487 197 per annum (Level 09)
CENTRE : Midmar Dam
REQUIREMENTS : A relevant NQF Level 7 qualification in Financial Accounting/Cost and Management Accounting/Financial Information system/Financial Management. Three (3) years asset management experience at a Supervisory level. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations guidelines. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. 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 procedures and systems related to Asset management. Departmental policies and procedures. Proficiency in using Ms Word, Excel and Power-point packages. Working experience on SAP system. Knowledge of Principles, accounting standards and Standard Chart of Accounts related to Property Plant and Equipment. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. Client Orientation and Customer Focus. Verbal and written Communication Skills. Accountability and Ethnical Conduct. Minimum code 8 driver's license.
DUTIES : Coordinate the procurement of Movable assets through identification and linking of asset type to correct asset class as per the Grap standards and Standard Chart of Accounts. Analyze and align the DWS asset needs to the procurement plan. Co-ordinate and review budget inputs related to movable assets acquisitions. Co-ordinate and ensure that Capital projects budget inputs are aligned to the Capex maintenance plan. Ensure safe keeping of source documents used for acquisition /capitalization of movable and immovable assets. Ensure that system generated asset numbers are obtained at acquisition stage. Assist with barcoding or marking of assets with relevant physical asset numbers. Assist with ensuring that the assets verification plans for both asset types are compiled and executed as per the plan. Prepare and co-ordinate the approval of movable and immovable assets verification results.

Update and maintenance of immovable and movable assets registers with assets verification data. Update barcoded assets on Sap system Collect information from the relevant role players according to the prescribed template. Check (engage) and analyze the information. Confirm availability of budget. Check alignment against strategic and other objectives. Assist with the consolidation of the procurement plan and table for approval by the accounting officer. Supervise officials under the asset management section. Manage performance, conduct and discipline of supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Execute risk assessments and management in accordance with the DWS risk plan/strategy.

ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301
NOTE : NB: Shortlisted candidates may be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/274 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 041226/07**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R487 197 per annum (Level 09)
CENTRE : Midmar Dam
REQUIREMENTS : A relevant NQF Level 7 qualification in Supply Chain management/Logistics/Financial Accounting/Financial Management. Three (3) years supply chain experience at a Supervisory level. Working knowledge of Public Finance Management Act (PFMA), Treasury Regulations guidelines. Knowledge and understanding of practices related to PPPFA regulations, Human Resource Management Legislation, policies, practices and procedures. 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. Departmental policies and procedures. Proficiency in Ms Word, Excel and Power-point packages. Governmental Financial System (SAP). Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. Client Orientation and Customer Focus. Verbal and written Communication Skills. Accountability and Ethnical Conduct. Minimum code 8 driver's license.
DUTIES : Coordinate, review, research, analyze and plan the procurement needs of the department (in line with Procurement Strategy). Analyze requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyze the procurement inputs submitted. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into Demand Management Plan and submit for approval by the accounting officer. Supervise officials under SCM section. Compile Bid/quotation specifications as required. Compile and publish request for proposals as required. Ensure maintenance of the supplier database. Perform general quality assurance of information in the supplier database (check and verify supporting documents). Allocate duties and perform quality control on the work delivered by supervisees., Advice and lead supervisees regarding all aspects of the SCM work. Manage performance, conduct and discipline of supervisees. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively. Administer variations of contracts. Ensure evaluations of Bids, price quotations in line with SCM policies Evaluate applications for variations, amendments and cancelations and submit for approval by delegated authority. Undertake dispute resolution and ensure that all documents are prepared and available to resolve disputes. Execute risk assessments in accordance with the SCM risk plan/strategy. Apply the determined risk assessment tools. Obtain and process risk and performance management information. Utilize fraud mechanisms to identify fraud/abuse. Process and analyse risk management information. Report fraud. In the case of abuse report thereon and develop

proposals for corrective measures. Ensure that SLA/contracts are concluded in line with SCM policy of DWS.

ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301
NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/275 : **SENIOR STATE ACCOUNTANT (FINANCIAL ACCOUNTING) REF NO: 041226/09**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R413 001 per annum (Level 08)
CENTRE : Midmar Dam
REQUIREMENTS : A relevant NQF Level 6 qualification in Financial Accounting/Financial Management/Cost and Management Accounting/Internal Auditing. One (1) to two (2) years' experience in financial management. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as PFMA. Knowledge and experience in the use of financial systems (SAP and PERSAL). Proficiency in the use of MS computer packages Word, Excel and Powerpoint. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of Administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of implementing policies of PMDS. Computer Literacy (MS Excel, MS Word, MS PowerPoint and Outlook). Problem solving and analysis. Organizing/Planning Skills. People and Diversity Management. Client Orientation and Customer Focus, Verbal and Written Communication Skills. Accountability and Ethical Conduct. Minimum code 8 driver's license.
DUTIES : Implement Internal Control Measures. Verify administrative compliance to financial management policies, of financial transactions within the sub-directorate. Manage payroll administration transactions. Authorize supplier invoices payment transactions. Monthly expenditure reconciliation and reporting. Respond to audit queries. Resolving payments lying on suspense accounts. Receive correspondence regarding payments of invoices. Analyze reports on payments made. Verifying and authorizing payments for substance and travel claims (S&T's) and other payroll allowances. Verifying and checking the maintenance of invoice registers. Ensure Petty Cash is replenished on time. Ensure that SAP request forms for officials reporting under him/her are processed. Follow-up on outstanding financial transaction queries, Provide input on policy amendments. Attend to finance related projects. Mitigate risk and audit queries. Correct information captured on the system. Assist in ensuring that documents are retrieved and submitted on time for audit purposes. Respond to audit-related enquiries. Ensure that all relevant documents are available before approving payments. Ensure that supplier accounts are reconciled on time to ensure that correct amounts are always updated.
ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900
NOTE : NB: Shortlisted candidates may be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/276 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: 041226/10**
Branch: Water and Sanitation Services Management: FS
CD: Provincial Operations Free State

SALARY : R413 001 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant NQF level 6 qualification in Information Technology or a related field. Three (3) years Information Technology, particularly in the installation, configuration, maintenance and support of ICT hardware and software. A valid unexpired driver's license. Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). Comptia certified A+ or Comptia certified Network+. Knowledge of Windows 11 operating system, Office 365 applications and services, Symantec Ant-virus. Knowledge of One-drive and SharePoint. Knowledge of transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Knowledge of Access Information Act and Information Security Protocols. Knowledge of client/server ICT environments, current ICT developments and technologies, administrative systems and procedures, and ICT service support practices.

Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management systems (ITSM). Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware and software as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Decommission ICT hardware and software in accordance with approved departmental procedures, including ensuring that data on equipment with memory or storage capabilities is securely and permanently removed. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary.

ENQUIRIES : Ms KJ Mokoena Tel No: (051) 405 9000

POST 42/277 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 041226/08**
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Div: Bulk Pipe Systems

SALARY : R407 337 – R610 131 per annum (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years of post-qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Understanding of program and project management. Knowledge of Technical design and analysis. Knowledge of computers aided engineering applications. Problem solving and analysist. Decision making, teamwork, creativity, customer focus and responsiveness. Good communication skills (both verbal and written).

DUTIES : Render technical services and support in conjunction with Engineers, Technologist and associates in the field. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the design office. Assist Engineers, Control Engineering Technicians, and associates in the field and technical office activities and appraisals for technical reports. Optimising appropriate design and cost-effectiveness of new bulk pipeline and sanitation projects. Conduction site inspections, site meetings, compilation and submission of progress reports. Development of condition assessment and civil maintenance inspections. Address breakdowns and perform fault findings. Render technical support for dam safety rehabilitation projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval to the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals with verifying and certifying invoices for payment from contractors and Public Service Providers. Provide and consolidate inputs to the technical / engineering operational plan. Research and development through continuous professional development to keep up with new technologies and procedures. Research / literature studies and technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.

ENQUIRIES : Mr. J. Mabela Tel No: (012) 336 6564

POST 42/278 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 041226/11**
Branch: Water And Sanitation Services Management: WC
CD: Provincial Operations: Western Cape
Div: Water Services Regulation

SALARY : R357 597 – R610 131 per annum (OSD)
CENTRE : Bellville
REQUIREMENTS : A National Diploma in Environmental Management or relevant qualification in Natural Sciences. One (1) year of experience in the relevant field of Water Resource Management, including internship or experiential learning will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Research and development. Knowledge and experience in Project and Programme Management. Understanding of Social and Economic development issues. Technical report writing. Professional judgement. Data analysis. Policy development and analysis. Presentation skills. Mentoring. Decision making. Team leadership. Financial Management. Analytical skills, creativity, communication skills. Problem solving and analysis. Computer literacy. People management/Conflict management. Planning and organizing.
DUTIES : Implementation and enforcement of the National Water Act, 1998 (Act No. 36 of 1998), Water Services Act No.108 of 1997, Drinking Water Quality Framework, relevant policies, Compulsory national water and sanitation norms and standards, protocols, standard operation procedures, strategies, and Regulation 3630. Perform inspections of Water Services water supply systems that include public and private facilities. Compilation of detailed inspection report and feedback letters or non-compliance letters. Implementation of the Water Services Regulation operational plan. Monitor and verify monitoring data submitted by Water Services Institutions on the Departmental Integrated Regulatory Systems (IRIS). Provide guidance and support to the Water Services Institutions including reviewing Water Safety plans and monitor implementation thereof. Respond to drinking water quality complaints. Taking investigative/audit water samples for laboratory analysis, interpretation of analytical reports and compiling water quality status reports. Participate in the implementation of the National Blue drop programs within water services institutions. Monitor compliance and progress of corrective action plans for the National Blue Drop programs. Represent the Department in various standing intergovernmental committees and stakeholder forums.
ENQUIRIES : Ms L Mgxwati Tel No: (021) 941 6352

POST 42/279 : **DEVELOPMENT EXPERT: WATER SERVICES INSTITUTIONS PERFORMANCE REGULATION REF NO: 041226/12**
Branch: Water and Sanitation Services Management: FS
CD: Provincial Operations: Free State

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An NQF level 6 qualification in Economics/Social Sciences/Development Studies/Business Management. Two (2) years of experience in water sector environment. The disclosure of a valid unexpired driver's license. Computer skills (MS Office). Knowledge and understanding of water sector legislations, policies, practices, and procedures. Practical knowledge of financial models. Knowledge of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, GRAP guidelines and policies. Knowledge of accounting practice. Problem solving and analysis. Good people management, environment and change management interventions. Knowledge management skills. Service delivery analysis. Client orientation and customer focus skills. Good communication skills both (verbal and written).
DUTIES : Assist with retail water tariff settings and roll-out. Assist with implementation of norms and standards monitoring framework and provide input during updates. Provide input into the review and update of the model water by-laws to ensure continuous alignment with new developments in the water sector. Review, evaluate and monitor implementation of water by-laws for WSAs. Assist with monitoring the effectiveness of water consumer tools. Assist with conducting, implementing and monitoring outcomes of consumer surveys. Facilitate improved relationships between water users and service providers. Investigate all retail water tariff related disputes lodged with the department. Participate in the Institutional Performance Assessment Programme (IPAP).

ENQUIRIES : Mr N Musekene Tel No: 051 405 9000

POST 42/280 : **ADMINISTRATIVE OFFICER (TRANSPORT) REF NO: 041226/13**
Branch: Water And Sanitation Services Management: FS
CD: Provincial Operations Free State

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An NQF level 6 in Public Management/Public Administration/Fleet Management. One (1) to two (2) years' experience in Fleet and Travel Management. The disclosure of a valid unexpired driver's license Knowledge of administration procedures. Knowledge and understanding of administrative, corporate travel, and facilities support services. Basic knowledge of financial management and PFMA. Knowledge Management. Communication, problem solving and analysing skills. People and Diversity Management. Client orientation and Customer Focus. Accountability and ethical conduct.
DUTIES : Provide coordination support in pool vehicle usage. Provide administrative assistance with travel logistics. Assist in administration of the subsidised vehicle scheme. Provide effective office administration and facilities coordination. Liaise with various service providers regarding fleet and travel related matters. Maintenance and safety of the departmental vehicles. Provide procurement support services. Ensure compliance and reporting in terms of fleet. Staff and driver supervision. Monitor the usage of vehicles. Serve as a secretary for the Provincial Transport Advisory Committee. Ensure adherence to organisational policies and government transport regulations. Compile accident reports, coordinate insurance/repairs and manage traffic fine directions.
ENQUIRIES : Ms M Maema Tel No: (051) 405 9000

POST 42/281 : **FINANCE CLERK PRODUCTION (FINANCIAL ACCOUNTING) REF NO: 041226/14 (X2 POSTS)**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R237 453 per annum (Level 05)
CENTRE : Midmar Dam
REQUIREMENTS : A Senior/Grade 12 certificate with Mathematics/Accounting. The disclosure of a valid unexpired driver's license. Basic knowledge and insight of Public Service Financial Legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Working Knowledge of basic financial accounting systems (PERSAL and SAP). Ability to use Ms computer packages word and excel. Integrity in carrying out responsibilities assigned to the post. Problem solving and analysis. Client Orientation and Customer Focus. Accountability and Ethical Conduct. Verbal and written Communication Skills. Computer Literacy (MS Excel, MS Word and Outlook).
DUTIES : Receiving and proper recording of invoices on the invoice register. Check invoices for correctness, co-ordinate the verification and approval of invoices. Capture invoices on Sap system within 30days. Filing of source documents after processing and retrieving source documents when needed. Perform payroll Administration support services. Co-ordinate the signing of manual payroll report by employees and the approval by management Prepare payments spreadsheet for distribution of invoices. Ensure that financial procedures are observed in the discharging of responsibilities assigned to the post. Compile monthly invoices payments reports. Clear suspense accounts through the use of journals.
ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301
NOTE : NB: Shortlisted candidates may be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/282 : **FINANCE CLERK PRODUCTION (REVENUE MANAGEMENT) REF NO: 041226/15**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R237 453 per annum (Level 05)
CENTRE : Midmar Dam

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. The disclosure of a valid unexpired driver's license. Basic knowledge and insight of Public Service Financial Legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial accounting systems SAP. Ability to use Ms computer packages (Word & Excel). Knowledge Management. Problem solving and analysis. Client Orientation and Customer Focus. Accountability and Ethical Conduct. Verbal and written Communication Skills. Minimum code 8 driver's license.

DUTIES : Receive water metering templates. Check water metering templates for correctness of water volumes submitted. Capture water volumes on billing spreadsheet. Download customer invoices and statements from Sap system and send them to all customers. Co-ordinate and implement all revenue related debt collection initiatives. Attend to and escalate to relevant office/officials all customer queries for resolution. Assist with allocation of customer accounts payments and compile accounts reconciliation process verification and approval (Internal control). Process invoices (capture payments). Filing of documents. Assist in ensuring the Collection of payments from sundry debtors. Co-ordinate the issuing and replenishing of petty cash and maintain proper supporting documents.

ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301

NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/283 : **SUPPLY CHAIN CLERK PRODUCTION (ASSET MANAGEMENT) REF NO: 041226/16**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R237 453 per annum (Level 05)

CENTRE : Midmar Dam

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. The disclosure of a valid unexpired driver's license. Basic knowledge of asset management Duties, practices, as well as the ability to capture asset-related data on Sap system. Computer Literacy in MS word, excel and outlook. Basic knowledge of asset management related work procedures / working environment. Working knowledge of and understanding of the legislative framework governing the Asset management environment. Basic knowledge of problem solving and analysis. Client Orientation and customer focus. Good verbal, numeracy and written communication skills. Accountability and Ethical focus. Minimum code 8 driver's license.

DUTIES : Render asset management clerical support. Compile and maintain records (asset records/database) Ensure that assets items are procured in line with asset management policy. Issue asset items after application of all relevant procedures. Identify redundant, non-serviceable and obsolete assets items for disposal. Verify asset during annual asset count. Update asset register with verification data obtained. Render demand and acquisition clerical support. Render logistical support services. Receive and verify assets received from suppliers. Capture barcodes information on the asset register database.

ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301

NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (ethical conduct) assessment.

POST 42/284 : **SUPPLY CHAIN CLERK PRODUCTION REF NO: 041226/17**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R237 453 per annum (Level 05)

CENTRE : Midmar Dam

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. The disclosure of a valid unexpired driver's license. Basic knowledge of Supply Chain Duties, practices as well as the ability to capture SCM related data. Computer Literacy, MS word, excel and outlook. Basic knowledge of SCM work procedures/ working environment. Working knowledge of and understanding of the legislative framework governing the public procurement. Basic knowledge of problem solving and analysis. Client Orientation and customer focus. Good verbal and written communication skills. Accountability and Ethical focus. Minimum code 8 driver's license.

DUTIES	:	Render demand and acquisition clerical support. Update and maintain supplier database. Register suppliers on SAP system. Accessing CSD to verify supplier data and print out CSD reports. Assist with Receiving, register and action request quotations (RFQ). Capture specifications on the electronic purchasing system. Assist with generating supplier purchase orders. Assist with receiving and screening of bid documents received in line with applicable procedures Issue. Provide secretariat or logistical support during the bid consideration and conclusion process. Compile draft recommendations documents as required. Render logistical support services. Receive and verify goods from suppliers. Capture goods received on Sap system. Receive requests for goods from end users and action the requests accordingly in line with the inventory policy. Assist with update and maintenance of CSD related suppliers' data.
ENQUIRIES	:	Mr Sipho Ngobese Tel No: (033) 239 1900/1301
NOTE	:	NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.

ANNEXURE V

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, disability and youth).

APPLICATIONS	:	Applications must be accompanied by comprehensive Curriculum Vitae as well as certified copies of qualifications and identity document. Applications should be addressed to The Accounting Officer; The Presidency, Private Bag X1000, Pretoria, 0001 or Hand delivered at Government Avenue, Union Buildings, Pretoria or by email: internalaudit@presidency.gov.za, for attention: Mr. Tshifhiwa Tshidzumba
CLOSING DATE	:	04 December 2026
NOTE	:	Applications must be submitted before the closing date as no late applications will be considered. Due to the large number of applications, we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Shortlisted candidates will be required to be available for interviews at a date and time as determined by The Presidency.

OTHER POST

POST 42/285	:	**MEMBER OF THE AUDIT COMMITTEE: LEGAL AND COMPLIANCE** Term of Office: The successful candidate will be required to enter into a three (3) years contract with The Presidency. The term may be renewed for another three (3) years subject to satisfactory performance, or at the discretion of The Presidency. The commence date of the appointment will be 1 April 2027. In terms of section 76(4) and 77 of the Public Finance Management Act (PFMA) read with chapter 3 of Treasury Regulations, applications are invited from the interested independent and suitably qualified persons to serve on the Audit Committee of The Presidency for a period of three (3) years.
SALARY	:	Remuneration will be at a rate prescribed by the National Treasury (Treasury Regulation 20.2.2 refers), and actual travelling expenses at the Government prescribed rate per kilometer.
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must be in possession of a Bachelor of Laws (LLB) Degree NQF Level 8 or higher, or equivalent related qualification as recognised by the South African Qualifications Authority (SAQA). A minimum of ten (10) years' relevant experience in the legal field, with extensive knowledge and practical experience in legal advisory services, regulatory compliance and corporate governance, experience at senior management or strategic advisory level, and knowledge of public sector oversight responsibilities. Applicants must demonstrate extensive knowledge of public sector regulations and governance frameworks, including the Public Finance Management Act (PFMA) and Treasury Regulations, and the King Report on Corporate Governance for South Africa. A proven record of service and membership in Audit Committees and /or Governance Boards is required. The applicant is required to display and be committed to the following attributes: Integrity, dedication, understanding of the public sector operations, good written and verbal communication skills, inquisitiveness and independent judgment. Due to the sensitive nature of information within The Presidency, the applicant must be prepared to go through the process of security clearance and background checks with the State Security Agency (SSA) prior to appointment. The appointment is subject to a positive security screening.
DUTIES	:	Execution of roles and responsibilities of an Audit Committee member as outlined in Chapter 3 of Treasury Regulations issued in terms of the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999), as amended, and The Presidency approved Audit Committee Charter. In an independent oversight and advisory capacity, the member will assist the Accounting Officer in fulfilling oversight responsibilities relating to governance, risk management, internal controls, financial management and reporting, and compliance with applicable legislation and regulatory requirements. The member will provide independent advice and recommendations aimed at strengthening accountability, promoting good governance and contribute legal and regulatory compliance expertise to the Committee's deliberations. The Audit Committee shall meet at least four (4) times per financial year.

ENQUIRIES : Mr. Tshifhiwa Tshidzumba Tel No: (012) 300 5365 or internalaudit@presidency.gov.za