



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

- : 05 December 2025 at 16:00
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. 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. 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 43/01**

- : **DEPUTY DIRECTOR: AGRICULTURAL TRAINING INSTITUTE REF NO: 3/3/1/07/2025**
Directorate: Grootfontein Agricultural Development Institute (GADI)

SALARY

- : R1 059 105 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules of MMS)

CENTRE
REQUIREMENTS

- : Middelburg, Eastern Cape (Grootfontein Agricultural Development Institute)
- : Applicants must be in possession of a Grade 12 Certificate, a Degree in Agriculture, Post-graduate in Education and Master Degree in Agriculture/ Master of Business administration. Postgraduate qualification in Education. Minimum of 3 years' experience at junior management level in Agriculture

Tertiary Institution. Job related knowledge: Knowledge of education and training statutory bodies. Knowledge and understanding of Higher Education operations. Knowledge of ATI Policies and Procedures. Knowledge of PSR & PSA, PFMA, Labour Relations Act. Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. knowledge and understanding of Agricultural Education and Training Strategy of the sector. Knowledge of Government policies and priorities in terms of Agriculture. Understanding of relevant regional conventions and protocols. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job related skills: Assessor's and moderators Skills. Leadership Skills. People Management. Problem Solving. Financial Management. Time Management. Decision-Making. Planning and Organising. Conflict management. Communication (Verbal/Written). Innovation. Analytical. Good interpersonal relations. Policy analysis and development. Motivational skills. Computer skill. Report writing. A Valid divers' license.

DUTIES : Manage the provision of higher education & training and administration support (Registrar). Manage the provision of further education and training. Manage the Provision of Library Services. Ensure quality assurance in higher and further education and training qualifications. Manage the provision of training resources development services. Ensure effective utilization of resources such as Human: manage training and resource development. Manage EPMDS processes. Ensure sound labour practices. Financial: Responsibility Manager for ATI. Prepare and monitor the budget. Ensure compliance with the PFMA and other relevant legislative prescripts. Equipment. Manage assets/other equipment.

ENQUIRIES : Mr Themba Cebani Tel No: (049) 802 6605
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDATlrecruit072025@nda.agric.za

NOTE : African Male or Female, Coloured Male or Female, Indian Males or Female and Persons with disability are encouraged to apply

POST 43/02 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/3/1/08/2025**
 Directorate: Diversity Management and Transformation Strategies

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria, Head Office
REQUIREMENTS : Bachelor's degree in Social Work or Psychology. Registration with the South African Council for Social Service Professions (SACSSP) as a social worker or the Health Professions Council of South Africa (HPCSA), 3 years' supervisory experience in Employee Health and Wellness. Valid Drivers Licence. The incumbent must be willing to travel. Job related knowledge: Human Resource Management legislative framework for the Public Service including: Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Public Service Regulations. Public Service Act. Employee Health and Wellness (EHW) Legislation and Managing Performance and supervision. Job related skills: Counselling skills. Groupwork Computer Literacy. Communication skills (written and verbal). Interpersonal skills. Presentation skills. Conflict Management skills. Analytical skills. Problem solving skills. Project Management skills. A valid driver's license.

DUTIES : Design and coordinate employee health and wellness services and programmes. Coordinate the provision of psychosocial, individual and organisational wellness services. Coordinate and implement the Sports and Recreation Management policy and nutrition initiatives. Render specialised intervention within 24 / 72 hours in the case of crises / trauma management. Conduct employee needs assessment and analysis for redress. Provide support to peer counsellors. Develop workshop material EHWM. Training and Support. Ensure compliance with statutory requirements. Compile sessional reports. Compile DPSA reports. Operational Planning. Data capturing and analysis. Manage the performance of direct reports.

ENQUIRIES : Ms A. Ferreira at 082 827 0612
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDEHWrecruit082025@nda.agric.za

<u>NOTE</u>	:	Coloured, Indian and White Male and White female and Persons with Disabilities are encouraged to apply.
<u>POST 43/03</u>	:	<u>TRACTOR DRIVER REF NO: 3/3/1/09/2025 (X2 POSTS)</u> Directorate: Grootfontein Agricultural Development Institute
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Middelburg, Eastern Cape (Grootfontein Agricultural Development Institute)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an NQF level 3 (Grade 10 certificate). Minimum of 1 year of experience. Job related knowledge: Establishment of pastures, planting and cultivation of crops. Basic calculations for mixing and application rates of herbicides and pesticides. Calibration of planters and crop sprayers. Functioning, maintenance and repair of farm equipment and infrastructure. Job related skills: Operating a tractor, Operating specialised machinery such as TLB, Bulldozer etc, Using of different implements, Planting and harvesting of crops. Road Maintenance. A valid driver's license (Code C1).
<u>DUTIES</u>	:	Operate a tractor with various implements (such as ploughs, Rippers, Planters, crop sprayers etc) attached to assist with the physical execution of various general farming activities, through inter alia: Land cultivation, Planting, Tillage, Harvesting, Transportation of various goods, Fire fighting, fencing activities, Mowing of lawn etc. Perform road and firebreak maintenance works and construction related functions by using appropriate machinery. Operate a specialised machinery (such as harvesters, drilling equipment, excavators, sewer jetting machine etc.) Perform vehicle maintenance and administrative support activities including inter alia the following: Ensure the safe storage, cleaning and routine maintenance of vehicle. Ensure the safety storage, cleaning and routine maintenance of implements. Maintain a farm vehicle month and kilometre logbook and report accordingly. Ensure the timely reporting of defects to mechanical workshop in order to prevent further damage. Assist with dispensing and receiving fuel and oils.
<u>ENQUIRIES</u>	:	Mr Thabo Molekwa Tel No: (049) 802 6633 or Dr Loraine Van Den Berg Tel No: (049) 802 6740
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email TDrecruit092025@nda.agric.za
<u>NOTE</u>	:	African Female, Indian Male or Female, White Male or Female and Persons with disabilities are encouraged to apply.

DEPARTMENT OF CORRECTIONAL SERVICES

**APPLICATIONS**

: Indicate the reference number and position you are applying for on your application form (Z83) and post or email your complete application to the address as indicated below: Send your complete application to:

Eastern Cape Region: The Regional Commissioner Eastern Cape, Recruitment Section, P/Bag X9013, East London OR hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882

Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mokuni NJ/ Ms Molutsoane N/ Ms. Ramncwana B/ Ms Radebe T (0823069027).

Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.

National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Ms NS Khumalo (012) 305 8589.

KwaZulu Natal Region: The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 or hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 OR you can email your application to KZNHRM@dcs.gov.za. Contact persons: Mr Singh M (033) 355 7380/ Ms Zuma NI (033) 033 355 7367.

Limpopo, Mpumalanga And North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 OR hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Buthelezi Z (012) 306 2037/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

CLOSING DATE

: 05 December 2025 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.

NOTE

: Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Kindly Indicate The reference number on the subject line for emailed applications. The Department of Correctional Services reserves the right not to fill any of these advertised posts. All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be

considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. A pre-entry certificate from the National School of Government (NSG) is required for SMS posts prior to appointment. The full details of the SMS pre-entry course are obtainable on: <http://www.thensg.gov.za/training/course/sms-pre-entry-programme/>. All shortlisted candidates for SMS will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. 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. Kindly indicate the reference number on the subject line for emailed applications.

OTHER POSTS

<u>POST 43/04</u>	:	<u>DEPUTY COMMISSIONER IT INFRASTRUCTURE MANAGEMENT REF NO: HO 2025/11/11</u>
<u>SALARY</u>	:	R1 521 414 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Computer Science/Information Technology or equivalent. Five [5] years' experience at senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, SITA Act and Regulations and Public Finance Management Act). Understanding of System Development Life Cycle (SDLC), Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and Related Technologies (COBIT). Competencies and Attributes: Demonstrable experience of designing and deploying large scale project i.e. Data Centre environments, VPN, VOIP, Video Conferencing, Security Technology etc. Competency in design and deployment of virtual infrastructures including the supporting networking, storage, backup and management. Project management. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and

		tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Provide direction in planning, designing and managing the IT Infrastructure and Security Technology functions within the department. Install and accredit solutions and changes assessing technical requirements and developing relevant IT Infrastructure solutions (Surveillance, VPN, VOIP and Video) conferencing. Plan and manage performance and capacity of IT resources to ensure that cost justifiable capacity and performance are available to process agreed workloads. Develop and maintain IT security roles and responsibilities, policies, standards and procedures. Manage the IT infrastructure vendors and State Information Technology Agency (SITA) to ensure successful fulfilment of service level agreements. Provide leadership and strategic direction within the Chief Directorate. Manage the development, implementation and monitoring of applicable policies. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 43/05</u>	:	<u>DIRECTOR: AREA COMMISSIONER REF NO: HO 2025/11/12</u>
<u>SALARY</u>	:	R1 289 127 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Gauteng region: Leeuwkop
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/LLB/Criminology/Criminal Justice/Social Sciences or equivalent qualification. [5] years' experience at a middle management/senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Responsibilities: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and development of all of-fenders and parolees subjected to community corrections. Management of performance information. Management of human resource, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 43/06</u>	:	<u>DEPUTY DIRECTOR: CRIMINOLOGY (PRINCIPAL CRIMINOLOGIST) REF NO: HO 2025/11/13</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Directorate: Risk Profile Management

<u>REQUIREMENTS</u>	:	Recognised Master's degree (NQF level 9) in Criminology. 3-5 years relevant experience on entry middle management level or similar environment. Background in working in a behavioural assessment environment. Computer literate. Valid driver's licence. Competencies And Attributes Negotiation, communication, analytical and report writing skills. Knowledge and ability to conduct research. Facilitation and training skills. Project, programme and change management. Coaching and mentoring. Problem solving, decision making and analysis. People management and empowerment. In depth understanding of safety and security in a correctional environment. Understanding of public service policy, correctional services act and legis-lative framework. Confidentiality, integrity and honesty. Diplomacy, tactful and assertiveness. Service delivery and client orientation. Influence and impact. Networking/liaison with stakeholders. Willingness to travel. diplomacy.
<u>DUTIES</u>	:	Develop policies, frameworks and standard operational procedures for provision of criminological services in the organization within his/her power of authority. Assist in the design, development and implementation of monitoring systems, performance indicators and frameworks for all criminological programs. Liaise and consult relevant stakeholders for development of appropriate relevant policies to enhance provision of criminological services in the DCS. Develop and manage instruments to measure the offenders risk level/rating during admission and before consideration for placement. Develop a behaviour analysis tool to assess offending behaviour towards an offender's risk profile. Develop instrument/s to assess the security risks posed by offenders to the community, correctional officers and other correctional clients. Develop an instrument to identify and assess vulnerable offenders. Quality assurance of criminological reports submitted to the National Council for Correctional Services (NCCS). Manage and control criminological reports submitted to the NCCS. Develop and manage templates for reports. Coordinate and analyse submission of criminological reports for specific category of offenders. Develop training manuals for criminologist in collaboration with human resource development and DCS partners. Coordinate and facilitate training on criminological services. Assist with identification of research topics to improve provisioning of criminological services in the DCS. Liaise with other relevant stakeholders and benchmark on the role of criminologists in a corrections environment. Facilitate research on best practices in the area of risks assessment instruments. Facilitate research projects on risks posed by offenders to the community, correctional officers and other correctional clients. Monitor and analyse crime patterns and trends in order to inform the development of crime prevention strategies and policies. Strategic and operational planning of the criminological services in the department. Contribute in the development of the strategic plan for provision of criminological services in the DCS. Develop the operational plans of the sub directorate criminological services. Develop performance indica-tors to support implementation of criminological services in the DCS. Provide support to the regions on the implementation of criminological services. Decision making in order to move the sub-directorate in the direction of the directorates' mission and goals. Advocate and support the multidisciplinary team approach and contribute towards attainment of the DCS mandate objectives. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 43/07</u>	:	<u>ASSISTANT DIRECTOR: CRIMINOLOGIST</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Gauteng Region Ref No: GP 2025/11/01 KwaZulu-Natal Region Ref No: KZN 2025/11/01 Limpopo, Mpumalanga and North West Region Ref No: LMN 2025/11/01 Eastern Cape Region Ref No: EC 2025/11/01 Western Cape Region Ref No: WC 2025/11/01 Free State and Northern Cape Region Ref No: FSNC 2025/11/01
<u>REQUIREMENTS</u>	:	Recognised Master's degree (NQF level 9) in Criminology. 6-10 years relevant or related experience. Background in working on behavioural assessment/profiling in the corrections/justice cluster will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes In depth understanding of safety and security in a correctional environment. Communication, negotiation, analytical and report writing skills.

DUTIES

Project and programme management. Problem solving, decision making and analysis. Change, stakeholder and people management. Confidentiality, integrity and honesty. Diplomacy, tactful and assertiveness. Ability to network. Resilient, influence and impact. Good communication, report writing, research and development skills.

: Conduct risk assessment. Render induction assessment of high risk/high profile individuals to assess pattern of actions, demographics and motivation as well as other crime characteristics. Render risk management assessment to assess problematic and deficit areas and refer for professional intervention. Pre-parole assessment to assess progress of rehabilitation and risks and predictors for reoffending. Conduct behavioural assessment research. Interact with offenders to understand their criminal behaviour and determine their offending history and future risk of offending. Analyse and advise on criminality/risk behaviour occurring inside the management area. Compile data and form intact reports on crime/criminal related behaviours. Interview offenders to determine the effects of rehabilitation programmes and readiness for parole in terms of their risk for reoffending. Compilation and pro- vision of profile/criminologist report to Case Management Committees (CMC) /Correctional Supervision and Parole Boards (CSPB) to enhance decision making process. Identify problematic criminal behaviour and recommend referral to professionals. Apply wide range of theories and scientific academic literature to explain criminal behaviour. Assist in compilation and quality checking of profiles (G326) prior to submission to the CSPB. Contribute in the development, compilation and implementation of the criminogenic risk assessment/profiling tools for offenders. Identify shortfalls in the assessment, classification and profiling of offenders. Conduct research and assist criminologist sub directorate to improve offender risk profiling tools. Develop remedial action in addressing shortfalls identified. Provide orientation and capacity building of correctional assessment officials and other officials in the area of work to improve offender risk assessment and profiling practice. Conduct research in respect of all assessment tools. Promote criminological activities and awareness. Plan and organize awareness campaigns. Create and develop information leaflets. Research the effects of gangsterism within correctional facilities. Liaise with relevant DCS officials, professional officials and external stakeholders with regard to criminological theories, recidivism risks and patterns. Promote partnerships with communities and NGO's to promote successful integration. Management of performance information, finances, human resources and assets.

ENQUIRIES

: Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027)
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2037/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/ Ms Zuma NI (033) 033 355 7367.
Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

NOTE

: Appointment under the Public Service Act.

POST 43/08

: **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER**

SALARY CENTRE

: R468 459 per annum
: Gauteng Region: Leeuwkop Ref No: GP 2025/11/02
Kgosi Mampuru II Ref No: GP 2025/11/03
Bavianspoort Ref No: GP 2025/11/04
Zonderwater Ref No: GP 2025/11/05
Johannesburg Ref No: GP 2025/11/06
Boksburg Ref No: GP 2025/11/07
Modderbee Ref No: GP 2025/11/08
Krugersdorp Ref No: GP 2025/11/09
KwaZulu-Natal Region: Pietermaritzburg Ref No: KZN 2025/11/02
Durban Ref No: KZN 2025/11/03

Empangeni Ref No: KwaZulu 2025/11/04
 Waterval Ref No: KZN 2025/11/05
 Ncome Ref No: KZN 2025/11/06
 Glencoe Ref No: KZN 2025/11/07
 Kokstad Ref No: KZN 2025/11/08
 Limpopo, Mpumalanga and Northwest Region: Polokwane Ref No: LMN 2025/11/02
 Barberton Ref No: LMN 2025/11/03
 Bethal Ref No: LMN 2025/11/04
 Klerksdorp Ref No: LMN 2025/11/05
 Rooigrond Ref No: LMN 2025/11/06
 Rustenburg Ref No: LMN 2025/11/07
 Thohoyandou Ref No: LMN 2025/11/08
 Witbank Ref No: LMN 2025/11/09
 Eastern Cape Region: St Albans Ref No: EC 2025/11/02
 Amatole Ref No: EC 2025/11/03
 Kirkwood Ref No: EC 2025/11/04
 East London Ref No: EC 2025/11/05
 Sada Ref No: EC 2025/11/06
 Mthatha Ref No: EC 2025/11/07
 Western Cape Region Pollsmoor Ref No: WC 2025/11/02
 Drakenstein Ref No: WC 2025/11/03
 Brandvlei Ref No: WC 2025/11/04
 Allandale Ref No: WC 2025/11/05
 Goodwood Ref No: WC 2025/11/06
 Southern Cape Ref No: WC 2025/11/07
 West Coast Ref No: WC 2025/11/08
 Voorberg Ref No: WC 2025/11/09
 Overberg Ref No: WC 2025/11/10
 Breede River Ref No: WC 2025/11/11
 Free State and Northern Cape Region: Groenpunt Ref No: FSNC 2025/11/02
 Grootvlei Ref No: FSNC 2025/11/03
 Colesberg Ref No: FSNC 2025/11/04
 Kimberley Ref No: FSNC 2025/11/05
 Upington Ref No: FSNC 2025/11/06
 Goedemoed Ref No: FSNC 2025/11/07
 Bizzah Makhate Ref No: FSNC 2025/11/08

REQUIREMENTS

: Recognised National Diploma /Degree in Safety Management or equivalent qualification. 3- 5 years' supervisory experience in an occupational health and safety environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of COID, OHS Act, Occupational Health and Safety policy and processes framework, HR Mandates regarding employee occupational health and safety and Public Service Regulations. Knowledge of collective Agreements with regard to employee occupational health and safety. Information collection, analyses, interpretation, dissemination with regard to performance assessment policies regulations and acts. Knowledge of Basic Conditions of Employment Act, DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc; Project management principles. PFMA – compilation of budgets, estimation, expenditure & reporting. The ability to access and interpret required management information. Good communication, presentation, decision making and problem-solving skills. Networking / liaison with stakeholders. Policy development, analysis, monitoring, evaluation and implementation.

DUTIES

: Facilitate the implementation of OHS as incorporated in the Integrated Employee Health and Wellness (IEHW) policy and procedure. Disseminate the OHS and COID Acts. Display and post OHS and COID SHERQ policy statement in a prominent place. Conduct awareness in terms of the act. Orientate OHS Area Coordinators. Monitor compliance of occupational health and safety in terms of COID Acts within the management area. Conduct OHS and COID inspections. Conduct OHS and COID audits in the management area. Monitor and facilitate the appointment and training of OHS committee representatives within the management area. Act a secretariat to all OHS Committee meetings and provide advice. Ensure effective functioning of all the level one and two OHS committees' meetings. Check the availability IOD registers. Ensure that incidents in the management area are reported to the management area office and head office within the prescribed time frames. Establish partnership with local hospitals and medical practitioners and ensure

that all medical accounts are handled. Review OHS inspection tool timeously. Monitor and promote corporate culture of safety, health, environment, risk and quality (SHERQ) in the management area. Facilitate the implementation of SHERQ. Ensure effective functioning of all the level one and two OHS committees' meetings. Monitor the activities of mandatory contractors during the construction period and contracted workers. Ensure a waste management plan is available. Evaluate contractor's safety files and monitor compliance thereof. Conduct OHS and COID awareness programmes. Identify training needs for OHS Statutory. Facilitate the refresher training of the OHS Statutory training. Ensure that all the Section 24, OHS incidents and accidents are investigated and reported to the department of Labour. Monitor effective reporting and administration of COID and medical accounts claims. Facilitate the implementation of corrective measure in order to mitigate SHERQ risks. Facilitate risk assessment with the affected party. Conduct hazard identification and risk assessment. Ensure that the recommendations of the risk assessments are implemented in the management areas. Ensure all control measures are in place. Facilitate the provisions of medical assertive devices to affected employees due to injury on duty. Monitor the implementations of processed corrective measures following inspections and audits in the management area. Ensure that occupational hygiene surveys are conducted. Ensure medical examination is conducted for officials working at the hazardous areas. Maintain and review the risk register. Submit inspection and audit reports to the supervisor and to head office. Coordinate and facilitate emergency preparedness plan and response procedure within the management area. Ensure the availability of approved emergency evacuation procedures of the work areas. Ensure that evacuation drills are conducted. Ensure all signage's are installed. Ensure emergency evacuation is approved by the municipality. Ensure availability of first aid boxes, service fire extinguishers and fire hose rails in the designated areas. Ensure the assembly point is identified with a signage in a conspicuous area.

ENQUIRIES

: **Gauteng Region:** Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mkuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (082) 3069027)
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z (012) 306 2037/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
Eastern Cape Region: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882.
KwaZulu Natal Region: Mr Singh M (033) 355 7380/ Ms Zuma NI (033) 033 355 7367.
Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

NOTE

: Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE



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

MANAGEMENT ECHELON

- POST 43/09** : **SECRETARY FOR DEFENCE (DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO: 31/43/25**
(5 year contract)
This is a re-advertisement and persons who have previously applied are encouraged to re-apply.
- SALARY** : R2 352 642 per annum (Level 16), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund) and a flexible portion to be structured. A non-pensionable allowance equal to 10% of the all-inclusive non-pensionable HOD allowance.
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria
- REQUIREMENTS** : A Senior Certificate, an Undergraduate Qualification and a Postgraduate Qualification NQF level 8 as recognised by SAQA. NQF level 9 and above would serve as an advantage. Must have minimum 10 years proven experience at senior managerial level. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in

order to enrol for the course. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government, constitution and the role of the Defence Secretariat as defined in the Constitution, Act 108 of 1996. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government acts/legislation (Defence Act and regulations, Public Service Act and regulations; PFMA and treasury regulations and relevant policies and prescripts governing entities within the portfolio and impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, He/she will be expected to be innovative and have organisational abilities, good writing skills, project management, financial management skills and change management.

DUTIES

: Serve as the Head of the Department of Defence and its entities in accordance with all legislation, regulations and policy prescripts. Function as the principle departmental policy advisor to the Minister of Defence and Military Veterans (Minister) on defence policy matters. Support the Minister in the effective and efficient execute his/her constitutional responsibilities as the Executive Authority for Defence, including that of exercising civil control over the Defence Force. Assist the Minister in providing strategic defence direction through strategic research and the development of defence policies and strategies for the defence and protection of South Africa. Ensure the implementation of such defence strategic direction through strategic and operational plans, programmes, budgets and organisational alignment. Ensure good governance measures overall defence resources, and with specific reference to defence human, financial, logistics and ICT resources. Ensure strategic control over the defence function, including performance management, evaluation; reporting; risk management; internal audit and departmental compliance; Manage the defence relationships with key Stakeholders and Assurance Providers, inter-alia: The Public Service Commission; the Department of Public Service and Administration; the National Treasury; the Defence Audit Committee; and the Auditor General of the Republic of South Africa. Provide defence science, technology and acquisition services that manage defence capital and technology programmes. Provide transversal strategic support services to the Minister and the Department, inclusive of defence legal services; parliamentary and cabinet services; cluster services; defence diplomacy services; public entity ownership-control services; corporate communication services; and the access to defence information. Provide a Secretariat to the National Conventions Arms Control Committee.

ENQUIRIES APPLICATIONS

: Lieutenant General M. Sitshongaye Tel No: (012) 355 6047
: Department of Defence, Human Resource Division (Chief Directorate Human Resource Management), Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a wooden box at the reception or email to dhrcm.staffing@dod.mil.za

NOTE

: Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/newsroom/psvc and should be accompanied by a comprehensive Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit relevant certified copies of qualifications/relevant documentation. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to two (2) pre-entry assessments of which one will be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection Committee shall score both technical exercised as an additional criterion in the interview process. The practical exercise shall determine the candidate's suitability based on the post's technical and generic requirements and shall comprise a formal test to determine a candidate's proficiency Integrity (Ethical Conduct) Assessment shall be conducted to determine the candidate's grasp of the ethical principles, ethical decision-making abilities and ethical standards relevant to public service. The logistics of which will be communicated by the department on the date of the interview. Additional to this, the shortlisted candidates will be required to attend a generic managerial competency assessment (competency based assessments) as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools.

The Competency Assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to mandatory 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 (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidate will be required to disclose their financial interests within one (1) month of appointment. The successful candidate will be required to enter into a five (5) year employment contract and yearly performance agreement with the Minister of Defence and Military Veterans. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right not to make appointment to the advertised post. 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 of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representativity will receive preference.

CLOSING DATE : 12 December 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

OTHER POSTS

POST 43/10 : **OFFICE MANAGER TO CHIEF DEFENCE POLICY, STRATEGY AND PLANNING REF NO: CDPSP/30/43/25/01**

SALARY : R896 436 – R1 055 958 per annum (Level 11)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma at (NQF level 7) in Public Administration/Management. A minimum of 3 years' experience in administrative or office management at an Assistant Director level. Special requirements (Skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. General Management, Project Management, Financial Management and must have advanced Knowledge in Office Administration. Communication skills (Verbal and written communication), Leadership, Problem-solving and decision making Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Advance Computer Skills (applications such as MS Word, Excel, PowerPoint and Outlook. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, Ability to work under pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, Service Oriented and Integrity, Creative and Innovative, Objectiveness and professionalism. Confidentiality. Reliability. Flexibility. Teamwork. Ethical.

DUTIES : Successful candidate will be responsible to provide managerial and staff support service to the Chief Defence Policy, Strategy and Planning (CDPSP) for the Management of the inner-office of the Deputy Director General (DDG) and the associated Level 2 activities thereto within the establishment of Defence Policy, Strategy and Planning Division and perform the following key functions: Coordination of activities and procedures within the Office of CDPSP, Planning and co-ordination of the Divisional Chief's daily programme and responsibilities with the Division and other stakeholders, Provide an office liaison service and a document management and dissemination system to CDPSP, Manage the Assets, Human Resources and Financial Assets within the office of CDPSP, Provide advisory service on procedural/technical and policy matters to CDPSP and Manage Division's Conference Facility and provide a Secretariat to Divisional Meetings.

ENQUIRIES : Ms R.F. Mahlangu Tel No: (012) 355 6034
APPLICATIONS : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours

		to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street,, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/11</u>	:	<u>DEPUTY DIRECTOR: DIVISIONAL PLANNER REF NO: CDPSP/30/43/25/02</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11)
<u>CENTRE</u>	:	Armscor Building, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with a recognised Bachelors' Degree/Advanced Diploma in Strategy and Planning/Public Administration/Management or relevant qualification at (NQF level 7). A minimum of 3 years' experience in planning at an Assistant Director level. Special requirements (Skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. General Management, Project Management, Strategic Planning (including operational planning), Financial Management and must have advanced Knowledge in Planning. Communication skills (Verbal and written communication), Leadership, Problem-solving and decision making Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Advance Computer Skills (applications such as MS Word, Excel, PowerPoint and Outlook. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, Ability to work under pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, Service Oriented and Integrity, Creative and Innovative, Objectiveness and professionalism. Confidentiality. Reliability. Flexibility. Teamwork. Ethical.
<u>DUTIES</u>	:	Successful candidate will be responsible to provide and manage strategic plans and reports for the Chief Defence Policy, Strategy and Planning (CDPSP) and perform the following key functions: Integrate DPSP Strategic Plan and Annual Performance, Manage DPSP reporting process, Provide Risk Management Support to the DPSP and Provide Special Project Support to DPSP.
<u>ENQUIRIES</u>	:	Ms R.F. Mahlangu Tel No: (012) 355 6034
<u>APPLICATIONS</u>	:	Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/12</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR: REF NO: ARTFMN/02/43/25/1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SA Army Artillery Formation HQ, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with a minimum of 3 years relevant experience in Human Resource Management. Special requirements (Skills needed): Knowledge and Understanding of Human Resource (HR) legislative framework governing Public Service Act Personnel (PSAP). Knowledge and understanding of applicable HR prescripts. Knowledge, understanding and interpretation of PERSOL/PERSAL system. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good verbal and written communication skills. Planning and organising skills. Good interpersonal skills. Problem solving and analytical thinking skills. Initiative in administration work.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following duties: Supervise and undertake more complex implementation and maintenance of human resource administration practices which consist of recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions and probationary for Public Service Act

		Personnel (PSAP). Implementation conditions of service leave: administration of Honours and Awards, Housing, Medical services, Personnel movements, Remuneration. Termination of service. Approve transactions on PERSOL/ PERSAL system. Supervise, allocate and ensure quality of work. Prepare reports on HR administration issues and statics.
<u>ENQUIRIES</u>	:	Lt Col M.R. Mokwape Tel No: (012) 355 2881/Ms J.M. Mokgoko Tel No: (012) 355 2813
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Artillery Formation, Private Bag X172, Pretoria, 0001 or may be hand delivered to SA Army Artillery Formation HQ, Sebokeng Complex, Corner Koraalboom & Patriot Street, Pretoria 0001 or email to Bridget.Masuku@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/13</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR REF NO: ARMYGYM /02/43/25/2</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SA Army Gymnasium, Heidelberg
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in Administration. Special requirements (Skills needed): Knowledge and Understanding of legislative framework governing Public Service Act Personnel (PSAP). Knowledge of administration duties and record keeping. Understanding of procedures in terms of working environment. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good verbal and written communication skills. Planning and organising skills. Good interpersonal skills. Problem solving and analytical thinking skills Initiative in administration work.
<u>DUTIES</u>	:	Supervise and render general clerical support services: Organise the administration of the Light Workshop Troop (LWT) Section to ensure effective management of LWT matters. Keep record, sort & distribute incoming mail to different responsible members in the LWT Section. Keep record and dispatch outgoing mail and faxes. Answer telephone enquiries. Make necessary copies of documents for the LWT Section. Deal with internal work requisitions and requisitions for stationary and cleaning equipment. Develop a filing system for documents to ensure easy retrieval. Process letters, submissions, agendas, minutes. Check documents for completion and correctness. Type business letters, reports, agendas, minutes and memorandums. Perform elementary personnel administration. Manage and process leave applications. Forward statements and enquiries of LWT members to HR. Submit schedule name list of LWT to HR. Collect and distribute pay sheets. Keep and update name list of the LWT Section. Assist with the planning of the LWT Section. Receive, promulgate within the unit and keep record of all Transport (TPT) and LWT related policies. Keep record of scheduled repairs/services of vehicles. Keep record of non-scheduled repairs. Assist with the LWT planning and budgeting during the SMP Process. Assist with the administration regarding the expenditure of State funds. Prepare reports on administration issues and statics.
<u>ENQUIRIES</u>	:	Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A.A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg Gauteng, 1438 or hand delivered to SA Army Gymnasium, Cnr Jacobs and Louw Street, Heidelberg or email to Aldo.jacobs@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/14</u>	:	<u>SECRETARY REF NO: INTFMNHQ/02/43/25/3</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	SA Army Intelligence Formation, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Computer Literate (MS Word, Power Point, Access and Excel), Good communication skills (written and verbal). Proficiency language in English. Organising and planning skills, good interpersonal skills,

<u>DUTIES</u>	:	problem solving and analytical skills. Ability to work independently. Events management and the ability to manage various databases for record keeping. Provide a secretarial support services to GOC SA Army Intelligence Formation. Arrange weekly and monthly meetings, appointments and other work related engagements. Compile agenda and write minutes during meetings. Write routine notes, memos, letters and reports. Screen incoming and outgoing calls in the office. Manage incoming and outgoing correspondences and maintain proper record keeping for the GOC. Create various databases for record keeping. Handle travel and accommodation arrangements, and subsequent claims for the GOC. Manage the work attendance and leave register of the Command Division. Introduce new ideas to improve existing filing, tasking and document tracking processes. Develop and maintain an up to date database of internal and external stakeholders. Handle petty cash payments for the Command Division (purchase stationary and refreshments). Provide high quality typing service to the GOC. Deal with classified files and documents. Arrange for visitors authorisation and parking. Contribute positively to building a high performing team within the Command Division.
<u>ENQUIRIES</u>	:	Major W. Theron/Captain M.C. Baloyi Tel No: (012) 355 2709/2729
<u>APPLICATIONS</u>	:	SA Army Intelligence Formation, Private Bag X172, Pretoria, 0001 or may be hand-delivered at SA Army Intelligence Formation, Corner of Patriot and Koraalboom Street, Sebokeng Building, Pretoria, 0001.or email to: Koos.Mahlangu@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/15</u>	:	<u>PERSONNEL OFFICIAL: PRODUCTION REF NO: 3SAIBN /02/43/25/4</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<u>REQUIREMENTS</u>	:	A minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge and understanding of applicable HR prescripts and legislative framework for Public Service Act Personnel (PSAP) administration. Knowledge of Human Resource (HR) record keeping Proficiency language in English. Good (written and verbal) communication skills. Good interpersonal skills. Problem solving and analytical skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Implement human resource administration practices: Recruitment and selection advertisement, appointments, transfer verification of qualifications, secretariat and interviews. Implement conditions of employment: leave, housing, medical, medal awards/ long service recognition, pension. File documents. Type letters and other correspondence when required. Address human resource administration enquires.
<u>ENQUIRIES</u>	:	2Lt T Thejane Tel No: (053) 830 3528/WO1 D.D. Arries Tel No: (053) 830 3527
<u>APPLICATIONS</u>	:	Department of Defence, 3 South African Infantry Battalion, Private Bag X5056, Midlands, 8325 or hand delivered to 3 South African Infantry Battalion, Private Bag X5056, Midlands or email to 3saibn@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/16</u>	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: ARMYHQ/02/43/25/5</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	SA Army Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of clerical duties and data capturing. Good communication Skills (writing and verbal) skills. Organising and coordinating skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and telephone etiquette. Must be creative and innovative and have ability to interact at all levels.
<u>DUTIES</u>	:	Perform general clerical duties. Update registers and statistics. Handle routine and inquiries. Make photocopies and receive/send facsimiles. Distribute documents/packages to various stakeholders as required on a daily basis. Deliver and collect documents from areas surrounding the HQ. Keep and

maintain the filing system for the Directorate. Type letters and other correspondence, when required. Keep and maintain the incoming and outgoing register of the Directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation and complete requirement forms for purchasing of standard office equipment. Maintain the effective logistical support, functioning, and management of the Directorate by conducting monthly equipment control. Update the inventory. Do annual, quarterly, and biannual stocktaking. Manage and be responsible for the safekeeping of equipment and stores. Attend weekly coordinating and communication meetings. Control office stationery. Maintain leave register for the Directorate. Maintain attendance register for the Directorate. Keep and maintain personnel records in the Directorate. Arrange traveling and accommodation. Check the correctness of the substance and travel claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the Directorate.

ENQUIRIES APPLICATIONS : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: (012) 355 1455/1602
: Department of Defence, SA Army Headquarters Unit (Army Headquarters) Dequar Road, Private Bag X981, Pretoria, 0001 hand delivered to SA Army Headquarters Unit, No1 Dequar Road or email to putswelithakanyane@dod.mil.za

NOTE : 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.

POST 43/17 : **ADMINISTRATION CLERK: PRODUCTION REF NO: 4ARTREG/02/43/25/6**

SALARY CENTRE REQUIREMENTS : R228 321 – R268 950 per annum (Level 05)
: 4 Artillery Regiment, Potchefstroom
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of clerical duties and data capturing. Good communication Skills (writing and verbal). Organisation and coordinating skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and telephone etiquette. Must be creative and innovative and have ability to interact at all levels.

DUTIES : A Perform general clerical duties. Update registers and statistics. Handle routine and inquiries. Make photocopies and receive/send facsimiles. Distribute documents/pending files to various stakeholders as required on a daily basis. Deliver and collect documents. Maintain the filing system of documents Type letters and other correspondence, when required. Keep and maintain the incoming and outgoing document register. Keep and maintain assets register. Distribute outgoing documents and Pending files. File files in a safe place. Archive files and retrieve archived files if requested. Coordinate and the follow-up of outstanding files. Safekeep unit stamps and audit files. Maintain the effective logistical support, functioning, and management of the Unit by conducting monthly equipment control. Update the inventory list.

ENQUIRIES APPLICATIONS : Maj C. du Plessis: Tel No: (018) 289 4051/Ms T. Siko Tel No: (018) 289 4074
: Department of Defence, SA Army Artillery Formation ,4 Artillery Regiment, Private Bag X2003, Noordbrug, 2522 or may be hand delivered to, 4 Artillery Regiment, Sheldon's Rust, military base, Noordbrug, Potchefstroom, 2522 or email to Bridget.Masuku@dod.mil.za

NOTE : 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.

POST 43/18 : **ADMINISTRATION CLERK: PRODUCTION REF NO: 35ENGR/02/43/25/7**

SALARY CENTRE REQUIREMENTS : R228 321 – R268 950 per annum (Level 05)
: 35 Engineer Support Regiment, Dunnottar
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of clerical duties and data capturing. Knowledge of administration duties and record keeping. Good communication Skills (writing and verbal). Organisation and coordinating skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and telephone etiquette. Must be creative and innovative and have ability to interact

		at all levels. Knowledge of facility Management. Basic knowledge of health and safety procedures.
<u>DUTIES</u>	:	Update all facility files. Keep and maintain filing system for all living-in members. Handle application of facility houses and routines enquires. Keep and maintain the incoming and outgoing document for facility houses. Allocate houses to the various members as required. Safekeep all vacant houses keys. Update registers and statistics for houses. Ensure cleanliness of all building at all time.
<u>ENQUIRIES</u>	:	Lt N. Naki Tel No: (011) 730 3184
<u>APPLICATIONS</u>	:	Department of Defence, 35 Engineer Support Regiment, S.A. Army Division, P.O. Box 1188, Dunnottar, 1590 or hand deliver to 35 Engineer Support Regiment, Witrood Military Base Dunnottar, Nigel, 1590 or email to Mkhulu.Mbele@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/19</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: 10WKSP/02/43/25/8</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	102 Workshop, Potchefstroom
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of clerical duties and data capturing. Knowledge of administration duties and record keeping. Good communication Skills (writing and verbal). Organising and coordinating skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and telephone etiquette. Must be creative and innovative and have ability to interact at all levels.
<u>DUTIES</u>	:	Render general clerical support service: Keep and maintain the incoming and outgoing document register. Type letters and memorandum or other correspondences when required. Make photocopies. Keep and maintain filing system. Distribute documents to relevant stakeholders. Provide supply chain clerical support. Keep and maintain asset register. Provide personnel administration clerical support services within the unit.
<u>ENQUIRIES</u>	:	Warrant Officer H. Steyns Tel No: (018) 289 3177/ 3309. Ssgt A.R. Baartman Tel No: (018) 289 3086
<u>APPLICATIONS</u>	:	Department of Defence, 102 Field Workshop, Private Bag X2012, Noordburg, Potchefstroom, 2522 or hand deliver to 102 Field Workshop, Tiger Moth street, Potchefstroom, 2522 or email to 17Mu.Invites@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/20</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: 43BDE/02/43/25/9</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	43 SA Brigade HQ, Wallmansthal, Pretoria
<u>REQUIREMENTS</u>	:	Minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of transport and logistic administration. Knowledge of clerical duties and practices. Language proficiency in English. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good interpersonal skills. Problem solving and analytical skills. Ability to act with tact and discretion. Ability to work independently.
<u>DUTIES</u>	:	Administrate the toll gate route forms. Assist with administration of authorities. Assist with administration of stabling authorities. Assist with the administration of the maintenance schedules of the vehicles. Ensure general security including safekeeping of the keys. File all relevant paper work on vehicle files. Issue logbooks on a daily basis. The reading back of logbooks. Read in of all work requisition when logbooks are read back.
<u>ENQUIRIES</u>	:	Lt Col J. Mpeoa at 071 0270 150/Maj W. Mente at 068 048 3643
<u>APPLICATIONS</u>	:	Department of Defence, 43 Brigade Headquarters, Private Bag X8, Pyramid, Pretoria, 0120 or hand delivered to 43 Brigade Headquarters, Wallmansthal, Pretoria or email to Ncamsile.Mthembu@dod.mil.za

<u>NOTE</u>	:	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.
<u>POST 43/21</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: 16MAINT/02/43/25/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05) 16 Maintenance Unit, Lohatla A minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of supply chain and procurement administration. Knowledge of clerical duties and practices. Language proficiency in English. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good interpersonal skills. Problem solving and analytical skills. Ability to act with tact and discretion. Ability to work independently.
<u>DUTIES</u>	:	A successful candidate will provide logistic support to Procurement officer: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement form for the purchasing of standard office items. Track and manage stock levels of facility related supplies and consumables. Maintain accurate records of facility usage, maintain schedules and asset inventories. Handle filing system, correspondence and document control. Coordinate routine inspection and maintenance of building, grounds and equipment.
<u>ENQUIRIES</u>	:	WO P. Mofokeng Tel No: (053) 321 2431/Ms K. Modubeki Tel No: (053) 321 2407
<u>APPLICATIONS</u>	:	Department of Defence. SA Army Combat Training Centre, Private Bag X3001, Postmasburg, 8420 or hand deliver SA Army 16 Maintenance Unit, Combat Training Centre, Lohatla, Postmasburg or email to Jaco.Opperman@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/22</u>	:	<u>CLEANER: SUPERVISOR REF NO: CTC/02/43/25/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 – R227 766 per annum (Level 04) SA Army Combat Training Centre, Lohatla, Postmasburg ABET Level 4 or equivalent with a minimum 3 years experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.
<u>DUTIES</u>	:	Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.
<u>ENQUIRIES</u>	:	Maj E.T. Olehile Tel No: (053) 321 2088/2101/WO1 M.W. Gall Tel No: (053) 321 2109/2184
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Combat Centre, Lohatla Military Area, Private Bag X3001, Postmasburg, 8420. Department of Defence SA Army Combat Centre Lohatla, Postmasburg 8420 or email to Ashley.Erasmus@dod.mil.za
<u>NOTE</u>	:	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.

<u>POST 43/23</u>	:	<u>FOOD SERVICE AID: SUPERVISOR REF NO: ARMYGYM/02/43/12 (X7 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 – R227 766 per annum (Level 04) SA Army Gymnasium, Heidelberg, Gauteng A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.
<u>DUTIES</u>	:	Effective supervising of supervise food service aid, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train staff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanliness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
<u>ENQUIRIES</u>	:	Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A. A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Gymnasium, Private Bag H613, Heidelberg 1438. Hand deliver at Cnr Jacobs and Louw Street, Heidelberg, 1441 or email to Aldo.jacobs@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/24</u>	:	<u>FOOD SERVICE AID REF NO: 4ARTEG/02/43/25/13 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) SA Army, 4 Artillery Regiment, Potchefstroom A minimum of ABET qualification. No experience. Special requirements (Skills needed): Planning and organising skills. Good interpersonal skills. Operating skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be willing to work shifts.
<u>DUTIES</u>	:	Assist in the preparation of meals and snacks according to ration scales and menu. Assist with the dishing up of food per meal. Assist with the receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Apply hygiene as well as safety measures in the work environment. Remove kitchen waste.
<u>ENQUIRIES</u>	:	Lt M.A. Mohale Tel No: (018) 289 3812/Ms M.M. Makhoana Tel No: (018) 289 3884
<u>APPLICATIONS</u>	:	Department of Defence, School of Artillery, Private Bag X2005, Noordbrug, 2522 or may be hand delivered to Department of Defence, School of Artillery, Klipdrift Military Base, Noordbrug, Potchefstroom, 2523 or email to Bridget.Masuku@dodmil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/25</u>	:	<u>FOOD SERVICE AID REF NO: 1TACTREGT/02/43/25/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) 1 Tactical Intelligence Regiment, Potchefstroom A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic numeracy and literacy skills. Basic knowledge of health and safety.
<u>DUTIES</u>	:	A successful candidate will be expected to perform the following duties: Assist in the preparation of meals and snacks according to ration scales and menu. Assist with the dishing up of food per meal. Assist with the receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Apply hygiene as well as safety measures in the work environment. Remove kitchen waste. Apply OHS measures where required.

<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col R. Botha Tel No: (018) 289 1000/1071
	:	Department of Defence 1 Tactical Intelligence Regiment, Private Bag X2002, Noordburg, Potchefstroom, 2522. Or hand delivered to 1 Tactical Intelligence Regiment, Jan Smuts Avenue Potchefstroom or email: Koos.Mahlangu@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/26</u>	:	<u>FOOD SERVICE AID REF NO: ARMYCOLL /02/43/25/15 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	SA Army College, Pretoria
	:	Minimum of ABET qualification. No experience. Special requirements (Skill needed): Be able to communicate in English and able to work after hours when unit is hosting certain function.
<u>DUTIES</u>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj T.P. Papi Tel No: (012) 674 4059/2Lt L. Seleke Tel No: (012) 674 4011
	:	Department of Defence, SA Army College, Private Bag X1002, Thaba Tshwane, Pretoria, 0143 or hand delivered to SA Army College, Thaba Tshwane, Pretoria or email to Nyabane.Maswanganyi@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/27</u>	:	<u>GROUNDSMAN REF NO: 2FDREGT/02/43/25/17 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	2 Field Engineer Regiment, Bethlehem
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic numeracy and literacy skills. Basic knowledge of health and safety. Knowledge of gardening and maintenance equipment. Ability to operate cleaning machines. Ability to work in team and/or individual. Ability to perform routine tasks. Ability to priorities and organize work.
<u>DUTIES</u>	:	Cultivation of garden areas, planting of trees, flowers, shrubs, etc. prepare soil for the planting of plants, maintain flower and other beds by fertilizing, irrigating, weeding and pruning, mowing of lawns and cutting of edges, loading and unloading of various articles and equipment needed on the grounds, irrigation of lawns, pruning of trees. Remove refuge from the terrain, load refuge on truck for transportation to refuge dump or burn refuge, maintain neatness of unit areas, keep structures on grounds such as parking areas, sport grounds, shooting ranges, ditches, gutters, etc. Clean swimming pools and treat with chemicals, Maintain fence, assist with the preparation and cleaning of grounds before and after functions, measure poison and fertilizer and apply as instructed. Use, manage and maintain gardening equipment and machinery, operate equipment required to perform daily tasks, check serviceability of machinery and equipment, report faults on machinery and equipment, ensure that all safety precautions are followed when operating equipment/machinery.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt K.A. Mosala Tel No: (058) 306 2525
	:	Department of Defence, 2 Field Engineer Regiment, S.A. Army Division, Private Bag X22, Bethlehem, 9700 or hand deliver at 2 Field Engineer, Support Regiment, and Military Base Dunnottar, Nigel, 1590 or email to: Zongezile.malgas@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 43/28</u>	:	<u>GROUNDSMAN REF NO: ARMYGYM/02/43/25/18 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Army Gymnasium, Heidelberg, Gauteng
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge regarding operating of garden equipment and machinery, basic gardening knowledge, Indicate the skills required for the post, Incumbent must be skilled in operating gardening machinery and equipment, physically fit. Follow instructions precisely; work well alone or in a team, basic organizing skills and communication skills.
<u>DUTIES</u>	:	Cultivation of garden areas, planting of trees, flowers, shrubs, etc. prepare soil for the planting of plants, maintain flower and other beds by fertilizing, irrigating, weeding and pruning, mowing of lawns and cutting of edges, loading and unloading of various articles and equipment needed on the grounds, irrigation of lawns, pruning of trees. Remove refuge from the terrain, load refuge on truck for transportation to refuge dump or burn refuge, maintain neatness of unit areas, keep structures on grounds such as parking areas, sport grounds, shooting ranges, ditches, gutters, etc., Clean swimming pools and treat with chemicals, Maintain fence, assist with the preparation and cleaning of grounds before and after functions, measure poison and fertilizer and apply as instructed. Use, manage and maintain gardening equipment and machinery, operate equipment required to perform daily tasks, check serviceability of machinery and equipment, report faults on machinery and equipment, ensure that all safety precautions are followed when operating equipment/machinery.
<u>ENQUIRIES</u>	:	Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A.A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg, 1438 or hand deliver SA Army Gymnasium, Cnr Jacobs and Louw Street, Heidelberg 1438 or email to: Aldo.jacobs@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/29</u>	:	<u>GROUNDSMAN REF NO: 3SAI/02/43/25/19 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge regarding operating of garden equipment and machinery, basic gardening knowledge. Incumbent must be skilled in operating gardening machinery and equipment, physically fit. Follow instructions precisely, work well alone or in a team. Basic organising skills and communication skills.
<u>DUTIES</u>	:	Cultivation of garden areas, planting of trees, flowers, shrubs, etc. Prepare soil for the planting of plants, maintain flower and other beds by fertilizing, irrigating, weeding and pruning, mowing of lawns and cutting of edges. Loading and unloading of various articles and equipment needed on the grounds, irrigation of lawns, pruning of trees. Remove refuge from the terrain, load refuge on truck for transportation to refuge dump or burn refuge, and maintain neatness of unit areas. keep structures on grounds such as parking areas, sport grounds, shooting ranges, ditches, gutters, etc., assist with the preparation and cleaning of grounds before and after functions, measure poison and fertilizer and apply as instructed. Use, manage and maintain gardening equipment and machinery, operate equipment required to perform daily tasks, check serviceability of machinery and equipment, report faults on machinery and equipment, ensure that all safety precautions are followed when operating equipment machinery.
<u>ENQUIRIES</u>	:	Second Lieutenant T. Thejane Tel No: (053) 830 3528/Warrant Officer D.D. Arries Tel No: (053) 830 3527
<u>APPLICATIONS</u>	:	Department of Defence, 3 South African Infantry Battalion, Private Bag X5056, Midlands, 8325 or hand deliver at Department of Defence, 3 South African Infantry Battalion, Midlands Military Base, 8325 or email to 3saibn@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 43/30</u>	:	<u>GROUNDSMAN REF NO: ASBPOTCH/02/43/25/20 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Potchefstroom
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge regarding operating of garden equipment and machinery, basic gardening knowledge. Incumbent must be skilled in operating gardening machinery and equipment, physically fit. Follow instructions precisely, work well alone or in a team. Basic organising skills and communication skills.
<u>DUTIES</u>	:	Cultivation of garden areas, planting of trees, flowers, shrubs, etc. Prepare soil for the planting of plants, maintain flower and other beds by fertilizing, irrigating, weeding and pruning, mowing of lawns and cutting of edges. Loading and unloading of various articles and equipment needed on the grounds, irrigation of lawns, pruning of trees. Remove refuse from the terrain, load refuse on truck for transportation to refuse dump or burn refuse, and maintain neatness of unit areas. Keep structures on grounds such as parking areas, sport grounds, shooting ranges, ditches, gutters, etc., assist with the preparation and cleaning of grounds before and after functions, measure poison and fertilizer and apply as instructed. Use, manage and maintain gardening equipment and machinery, operate equipment required to perform daily tasks, check serviceability of machinery and equipment, report faults on machinery and equipment, ensure that all safety precautions are followed when operating equipment machinery.
<u>ENQUIRIES</u>	:	Capt V.T. Mokone Tel No: (018) 289 0313/Ms S.S. Shedi Tel No: (018) 289 3378
<u>APPLICATIONS</u>	:	Department of Defence, South African Army, Support Base Potchefstroom, Private Bag X2012, Noordburg, North West, 2522 or hand deliver at South African Army Support Base Potchefstroom, Corner Eleazer and Ventersdorp road, Noordburg, Potchefstroom, 2531 or email to 17Mu.Invites@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/31</u>	:	<u>CLEANER REF NO: SCH ENGR/02/43/25/21</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	School of Engineers Kroonstad
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Ability to operate cleaning machines. Ability to work in team and individual. Ability to perform routine tasks.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Ensure that offices/kitchen/bathrooms/conference rooms are clean, neat and presentable. Keep registers of cleaning material that is distributed. Responsible for the safekeeping of cleaning material that is distributed. Ensure general hygiene, floor cleaning, washing, scrubbing floors, windows, walls, and carpets and removing of garbage from dustbin on a daily basis. Dusting of equipment in offices as tasked. Polish all furniture in offices as tasked. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Report any defects in the workplace to immediate supervisor. Apply OHS measures where required.
<u>ENQUIRIES</u>	:	Capt Makhallimele Tel No: (056) 216 2063/2200
<u>APPLICATIONS</u>	:	Department of Defence, School of Engineers, Private Bag X20, Kroonstad, 9500 or hand deliver at Military Base Kroonstad Marais Street Kroonstad, 9500 or email to: Maartens@dod.mil.za
<u>NOTE</u>	:	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.
<u>POST 43/32</u>	:	<u>CLEANER REF NO: 3SAI/02/43/25/22 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of cleaning machinery with low level of complexity in

	operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	: Second Lieutenant T. Thejane Tel No: (053) 830 3528/Warrant Officer D.D. Arries Tel No: (053) 830 3527
<u>APPLICATIONS</u>	: Department of Defence 3 South African Infantry Battalion, Private Bag X5056, Midlands, 8325 or hand deliver at Department of Defence, 3 South African Infantry Battalion, Midlands Military Base, 8325 or email to 3saibn@dod.mil.za
<u>NOTE</u>	: It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/33</u>	: <u>CLEANER REF NO: SHTACINT/02/43/25/23</u>
<u>SALARY</u>	: R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	: School of Tactical Intelligence, Potchefstroom
<u>REQUIREMENTS</u>	: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Ability to operate cleaning machines. Ability to work in team and individual. Ability to perform routine tasks.
<u>DUTIES</u>	: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	: Colonel T.T. Wallace/Capt S.B. Moatshe Tel No: (018) 289 1107/1051/1052
<u>APPLICATIONS</u>	: School of Tactical Intelligence, Private Bag X2002, Noordbrug, Potchefstroom, 2522 or may be hand-delivered at School of Tactical Intelligence, Jan Smuts Avenue, Potchefstroom. Or email to: Koos.Mahlangu@dod.mil.za
<u>NOTE</u>	: It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/34</u>	: <u>CLEANER REF NO: ARMYGYM/02/43/25/24 (X3 POSTS)</u>
<u>SALARY</u>	: R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	: SA Army Gymnasium, Heidelberg
<u>REQUIREMENTS</u>	: Minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Ability to operate cleaning machines. Ability to work in team and individual. Ability to perform routine tasks.
<u>DUTIES</u>	: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	: Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A.A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	: Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg Gauteng, 1438 or hand delivered to SA Army Gymnasium, Cnr Jacobs and Louw Street, Heidelberg or email to Aldo.jacobs@dod.mil.za
<u>NOTE</u>	: It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/35</u>	: <u>CLEANER REF NO: ARMYTRGFMN/02/43/25/25</u>
<u>SALARY</u>	: R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	: SA Army Training Formation HQ, Pretoria

<u>REQUIREMENTS</u>	:	Minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj M.P. Chauke Tel No: (012) 355 1167/SSgt T. Kgare Tel No: (012) 355 1391
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Training Formation, Private Bag X172, Pretoria, 0001 or hand delivered to SA Army Training Formation HQ, Dequar road, Pretoria or email to Nyabane.Maswanganyi@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/36</u>	:	<u>CLEANER REF NO: ASBPOTCH /02/43/25/26 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Potchefstroom
<u>REQUIREMENTS</u>	:	Minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Ability to operate cleaning machines. Ability to work in team and individual. Ability to perform routine tasks.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Capt V.T. Mokone Tel No: (018) 289 0313/Ms S.S. Shedi Tel No: (018) 289 3378
<u>APPLICATIONS</u>	:	Department of Defence, South African Army, Support Base Potchefstroom, Private Bag X2012, Noordburg, North West, 2522 or hand deliver at South African Army Support Base Potchefstroom, Corner Eleazer and Ventersdorp road, Noordburg, Potchefstroom, 2531 or email to 17Mu.Invites@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/37</u>	:	<u>CLEANER REF NO: ASBEC/02/43/25/27</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Eastern Cape
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of cleaning machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	WO2 Z.C. Mdokwe Tel No: (041) 505 1237/Ms S. Van der Watt Tel No: (041) 505 1248
<u>APPLICATIONS</u>	:	Department of Defence, Army Support Base Eastern Cape Po Box 13419, Humewood, Port Elizabeth, 6013.or hand deliver to Army Support Base

		Eastern Cape, Willow Drive, Humewood, Port Elizabeth, 6013 or email to Erika.VanTonder@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/38</u>	:	<u>ASSISTANT STOREMAN REF NO: SCHLENGR/02/43/25/16</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	School of Engineers Kroonstad
<u>REQUIREMENTS</u>	:	Minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively in English. Basic knowledge of Health and Safety procedures, physical strength and fitness.
<u>DUTIES</u>	:	To receive and sort equipment from Transito in warehouse. Bin numbers allocation to items without bins. Record all items received in the register. All documents must be taken to the chief warehouseman for signature. Store the equipment maintenance. Dispatch the equipment and material. Record all items dispatched in the register. Ensure person receiving the items signs for it. Keep the warehouse neat.
<u>ENQUIRIES</u>	:	Capt Makhalimele Tel No: (056) 216 2063/2200
<u>APPLICATIONS</u>	:	Department of Defence, School of Engineers, Private Bag X20, Kroonstad, 9500 or hand deliver at Military Base Kroonstad Marais Street Kroonstad 9500 or email to: Maartens@dod.mil.za
<u>NOTE</u>	:	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.

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

: 05 December 2025 at 16:00 (walk-in) and 23:59 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

ERRATUM: Please note the ESSA link provided for directing applications to the advertised post of Senior Administration Clerk, Head Office, Pretoria with a Ref No: GAP-PRET-26365014-20251028-1 was incorrect. The post was advertised on Public Vacancy Circular 41 dated 07 November 2025 with a closing date of 21 November 2025. Here is the correct link: <https://essa.labour.gov.za/EssaOnline/WebBeans/> please direct your applications. The closing date has been extended to 05 December 2025.

OTHER POSTS

<u>POST 43/39</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR4/4/4/11/01 (X2 POSTS)</u> (Re-advertisement, applicants who previously applied must re-apply)
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: Parktown
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Environmental Health/ Analytical Chemistry/ Occupational Health/ Hygiene/ Chemical engineering. Four years' functional experience in Health and Hygiene inspection/ Services. Valid driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, OHS Standards, OHS Management System, OHS act, OHS Regulation, OHSAS, Inspectors appointment certificate, Appointment certificate ex-officio. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Safety within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr M Tshabalala Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP22@labour.gov.za
<u>POST 43/40</u>	:	<u>SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/4/11/02</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management. /Accounting/Law/Policing/Forensic Investigation/CFE qualification. Two (2) years functional experience in anti-fraud and corruption environment. ACFE membership will be an added advantage. Prepared to travel nationally (In possession of a at least a Code 8 driver's license). Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical Skills, Investigation skills, Computer Literacy, Presentation skills, Communication skills, Report writing Skills.
<u>DUTIES</u>	:	Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment & Labour and external stakeholders on Fraud Prevention measures. Supervise resources in the Section.
<u>ENQUIRIES</u>	:	Ms SI Tyantsi Tel No: (011) 853 0899
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP @labour.gov.za
<u>POST 43/41</u>	:	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/1/201</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Mdantsane, Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 12/ National Senior Certificate. Valid driver's licence will be an added advantage. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Planning and organising,

<u>DUTIES</u>	:	Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
	:	Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	:	Mr LB Mduduma Tel No: (043) 285 0400
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or Hand deliver at Department of Employment and Labour Mazaule Street, N.U.1, Mdantsane. Email: Jobs-ECMDS@Labour.gov.za

GRADUATE INTERNSHIP PROGRAMME FOR A PERIOD OF 24 MONTHS

The Department of Employment and Labour would like to invite qualifying graduates to apply to participate in an internship programme for a period of 24 months. Applicants must be unemployed graduates, should not have participated in an internship programme previously and must be a South African citizen. The Department of Employment and Labour is an equal opportunity employer. Equity Considerations: Priority will be given to applicants from previously disadvantaged background, in line with the Department's Employment Equity Plan. Qualifying South African Youth and People living with disability will be given advantage.

<u>APPLICATIONS</u>	:	Applications must be submitted through the link: [LINKSHIELD PROTECTED] sayouth.mobi/Home/Index/EN Search for Project 20K
<u>CLOSING DATE</u>	:	05 December 2025 at 16:00 (walk-in) and 23:59 midnight (online)
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.Labour.gov.za . Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Applicants wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The Department reserves the right not to make an appointment. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

<u>POST 43/42</u>	:	<u>INTERN: REMOTE ICT TECHNICIANS REF NO: HRP20KRIT/HO (X4 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office. Pretoria
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology. A+ and or N+ Certificate will be an advantage.
<u>DUTIES</u>	:	Assist in providing telephonic and remote end-user device support. Install and troubleshoot desktop applications. Provide support on user account requests and issues (create user, unable to logon, etc.). Monitor and update call escalations until the call is resolved. Conducts call management on Information

		Technology Service Management System (ITSM). Follow up and update troubleshooting activity on active calls.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/43</u>	:	<u>INTERN: ICT SERVICE DESK AGENTS REF NO: HR/P20K/ISDA/HO (X4 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria Head Office: Laboria
<u>REQUIREMENTS</u>	:	National Higher Certificate/College Diploma (NQF5) as recognized by SAQA in Information Technology (ICT)/ A+ certificate.
<u>DUTIES</u>	:	Log incidents on IT Service Management (ITSM) system from incoming calls and emails. Ensure that all related documentation is attached to the logged incidents and requests. Manage call assigning and escalation. Follow up and update all user and engineer activity on the logged calls where applicable. Provide call management for all incidents logged on the system.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/44</u>	:	<u>INTERN: CONTRACT AND LICENCE CONTROLLER (ICT) REF NO: HR/P20K/CLC/HO (X5 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria Head Office: Laboria
<u>REQUIREMENTS</u>	:	A three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Business Management / Administration / Logistics / Financial Management / LLB / Commercial Law / Information Technology.
<u>DUTIES</u>	:	Assist in coordinating and developing ICT service level agreements. Assist in monitoring the implementation of service level agreements. Assist to coordinate information to ensure improvement on management of contracts and service level management. Assist to coordinate software procurement lifecycle. Assist to administer software throughout the software lifecycle.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/45</u>	:	<u>INTERN: ASSET MANAGEMENT OFFICER (ICT) REF NO: HR/P20K/AMO/HO (X3 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Supply Chain Management / Asset Management / Public Management / Public Administration / Business Management / Business Administration / Financial Management / Accounting / Taxation/Internal Auditing.
<u>DUTIES</u>	:	Assist in provide Store administration. Assist in management of ICT inventory and assigning tasks to engineers. Assist in liaise with Supply Chain Management in relation to procurement and disposal.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/46</u>	:	<u>INTERN: ADMINISTRATION CLERK (ICT) REF NO: HR/P20K/IADC/HO</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Management/ Public Management/ Public Administration/ Business Management/Business Administration/ Management Assistant/ Office Management and Technology/Administrative Management/ Public Management and Governance.
<u>DUTIES</u>	:	Provide administrative duties. Identify order and issue stationery to the directorate. Administer and file documents and submissions within the directorate accordingly. Update users' database. Type submissions, letters and memoranda as per instructions.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272

<u>POST 43/47</u>	:	<u>INTERN: FIELD ICT TECHNICIANS (X50 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria Ref No: HR/P20K/FIT/HO (X5 Posts)
	:	Provincial Office: Gauteng Ref No: HR/P20K/FITGP (X5 Posts)
	:	Provincial Office: KwaZulu-Natal Ref No: HR/P20K/FIT/KZN (X5 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR/P20K/FIT/EC (X5 Posts)
	:	Provincial Office: Western Cape Ref No: HR/P20K/FIT/WC (X5 Posts)
	:	Provincial Office: Limpopo Ref No: HR/P20K/FIT/LP (X5 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR/P20K/FIT/MP (X5 Posts)
	:	Provincial Office: North-West Ref No: HR/P20K/FIT/NW (X5 Posts)
	:	Provincial Office: Free State Ref No: HR/P20K/FIT/FS (X5 Posts)
	:	Provincial Office: Northern Cape Ref No: HR/P20K/FIT/NC (X5 Posts)
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology / Information Systems / Computer Engineering / Computer Science.
<u>DUTIES</u>	:	Assist to provide Desktop, technical and Printer support to end-users. Assist to provide Call management on Information Technology Service Management System (ITSM). Accept, update, resolve or reassign incident and task calls on ITSM. Assist to provide Local Area Network (LAN) Support. Assist to handle device install, move, add, change and DE install (IMACD) task calls. Assist to install and troubleshoot desktop applications. Assist to provide troubleshooting for desktop and printer hardware faults.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/48</u>	:	<u>INTERN: LABOUR MARKET INFORMATION AND STATISTICS REF NO: HR/P20K/LMIS/HO (X2 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three-year Qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) in: Economics/ Statistics/ Data analytics/ Social Sciences.
<u>DUTIES</u>	:	Assist with data collection at provincial and national level. Facilitate the compilation of data (Collating, verifying, analysing, coding, interpreting data trends). Produce statistical report on labour market information. Dissemination of the labour market information data. Liaise and coordinate with all relevant stakeholders to facilitate collaboration & partnership.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/49</u>	:	<u>INTERN: LABOUR MARKET MONITORING AND LABOUR MARKET INFORMATION REF NO: HR/P20K/LMM & LMI/HO (X2 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) in: Economics/ Statistics/ Data analytics/ Social Sciences.
<u>DUTIES</u>	:	Assist with data collection at provincial and national level. Facilitate the compilation of data (Collating, verifying, analysing, coding, interpreting data trends). Produce statistical report on labour market information. Dissemination of the labour market information data. Liaise and coordinate with all relevant stakeholders to facilitate collaboration & partnership.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/50</u>	:	<u>INTERN: LIBRARY REF NO: HR/P20K/IL/HO</u> (Sub-unit in LMIS) (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification National Diploma (NQF6) or Degree in Library and Information Science (NQF7) or relevant field.
<u>DUTIES</u>	:	Assist with daily library operations. Processing and maintaining library collections through cataloguing, classifying and shelving. Updating library

		databases and managing digital and physical materials. Providing customer service and assisting patrons with inquiries.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/51</u>	:	<u>INTERN: DIGITAL CONTENT CREATOR REF NO: HR/P20K/DCC/HO</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three- year tertiary qualification National Diploma (NQF level 6) in Graphic Design, Multimedia, Visual Communication, or equivalent qualification.
<u>DUTIES</u>	:	Assist in designing digital posters, banners, and templates for campaigns and reports. Adapt existing designs for web or mobile formats. Support layout adjustments for presentations and documents using approved. templates. Ensure content accuracy and CI compliance in design outputs. Help prepare visuals for digital content and marketing campaigns. Assist with capturing and editing photos or videos for communication purposes. Upload graphics and videos to platforms and help monitor engagement. Maintain a task list and keep up with design trends. Apply brand guidelines in all content produced.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/52</u>	:	<u>INTERN: RESEARCHER REF NO: HR/P20K/RSC/HO</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) Public Administration / Social Sciences / Economics.
<u>DUTIES</u>	:	Assist reviewing research reports. Facilitate the compilation of data (Collating, verifying, analysing, coding, interpreting data trends). Analyse historical reports produced by the Branch and develop required reports. Produce analytical reports on the effectiveness of historical research output. Dissemination of research and analytical outputs. Liaise and coordinate with all relevant stakeholders to facilitate collaboration & partnership.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

<u>APPLICATIONS</u>	:	Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
<u>CLOSING DATE</u>	:	05 December 2025 at 12 pm
<u>NOTE</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed and signed Z83 form will not be considered. Only South African Citizens and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview by shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications and those not meeting the requirements will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

OTHER POSTS

<u>POST 43/53</u>	:	<u>FINANCIAL ANALYST: JOBS FUND PMU REF NO: G17/2025</u> Term: 24 Months Fixed-Term contract
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma/ BTech (NQF 7) in Finance, Project Finance, Chartered Accountants, ACCA Qualified or Economics or related field. A Postgraduate Qualification in Finance or Project Finance would be advantageous. At least 6 – 8 years' experience in Project Finance, Corporate Finance or Structured Finance, with at least 2 years at a management level. Experience in public service would be advantageous. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining an information system. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity/ Honest: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining

alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, conduct financial modelling, analyse results, monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them.

DUTIES

: To be responsible for the financial management and oversight of funds allocated to the Jobs Fund (JF), ensuring governance, compliance, and stakeholder engagement. The role also focuses on contributing to the knowledge and learning agenda of the Fund by researching and analysing data as well as leading and mentoring junior staff. Funding Allocation: Analysis of Corporate Financials and other relevant reports including analysing current and past financial data and performance. Review of new investment proposals (due diligence) and opportunities conducted by project teams. Accompany project teams on due diligence visits on a risk basis. Review of commercial analysis, financial model analysis, risk and institutional analysis conducted by

project teams. Review appraisal reports for submission to various committees. Support project teams at various committees. Review contracting documentation and support contracting negotiations. Review disbursement documentation required to provide initial funding allocations to projects. Cost Analysis: Review and assess the appropriate levels of project costs by establishing standard costs benchmarked with market data. Review of project-level financial assessments on a monthly and or quarterly basis. Enhance the cost analysis process by establishing and enforcing policies and procedures. Review project budgets, including cost estimates for reasonability. Provide guidance to finance teams on effective cost analysis. Improve the financial status by analysing results and monitoring variances at the fund portfolio level. Identify trends and recommend actions to Jobs Fund management. Recommend actions by analysing and interpreting data and making comparative analyses. Evaluate projects' expenditures against the Jobs Fund (JF) value for money frameworks Governance & Compliance: Review JF policies for alignment with accounting standards. Identifying trends in financial performance and providing recommendations for improvement. Assists in the development and/or enhancement of program systems and procedures. Identifies and manages implementation risks for the assigned programs and develops sufficient risk mitigation for identified risks. Supports legal and other staff in ensuring Fund compliance with guidelines and other applicable legislation. Provides oversight on the work done on financial data, which includes bulk payroll data for validity, accuracy, and completeness. Conducts verification checks on submitted financial information, manages the audit process for the audit of the supported projects. Provides overall financial information in preparation for Auditor General (AG) Audits. Financial Management: Monitor the spending against the budget for the allocated programs. Review financial models and budget re-projections. Develop strategies for enhancing efficient spending against targets. Prepares regular reports to various stakeholders on overall fund progress. Manages Fund cash flow and prepares drawdown requests to sufficiently capitalise the various programs as and when required. Conducts strategic site visits as part of the financial management of the project portfolio. Preparing disbursement documentation for consideration and approval by the Head of the Fund. Oversee disbursements to approved projects as well as monitor project progress in post-investment. Prepares financial reports on allocated fund performance Stakeholder Management: Maintains communication with staff and other key stakeholders regarding financial matters. Motivates and provides support to project teams to achieve their targets. Provides technical and non-technical support to Jobs Fund staff and other stakeholders. Manages relationships with Contracted Intermediaries to ensure sound financial management at the project level. Jobs fund support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools. Quality assures the deliverables produced by the junior staff. Lead, mentor and guide team members.

**ENQUIRIES
APPLICATIONS**

: Kaizer Malakoane at 066 250 7072
: Email: Kaizer.malakoane@gtac.gov.za

POST 43/54

: **LEGAL ADVISOR: JOBS FUND PMU REF NO: G18/2025**
24 Months Fixed-Term contract

SALARY

: R1 059 105 per annum (Level 12), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

**CENTRE
REQUIREMENTS**

: Pretoria
: An LLB (NQF 8) or equivalent and related qualification, with admission as an Advocate or Attorney with Right of Appearance in the High Court. Qualification in Public Law, Constitutional Law and/or Administrative Law will be an advantage. At least 6 - 8 years' experience in a legal environment, at least 2 years of experience at a management level. Experience in providing written and oral advice, drafting legal opinions and contracts and performing functions of a Corporate Law Advisor is required. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external

client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Commitment to Learning: Actively pursues learning and development in order to achieve results and to contribute to continuous improvement. Supports and encourages the learning and development of others. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Attention to detail is of critical importance. Decision Making: The ability to weigh, determine and judge the lowest risk / highest return solution or option to problems, issues, and intentions, based on all relevant information and data and pre-determined decision-making criteria and parameters. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and influencing: Establishes, maintains and utilises a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Administrative Law: Area of the law governing the relationship between individuals (citizens, companies) and the state. A branch of law dealing with the legal relationships between the state and individuals and with the relations among governmental agencies. Specifically, knowledge of International and Constitutional law and the ability to interpret Statutes is required. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within

various enabling functions, which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Commercial Law: Commercial law or business law is the body of law which governs business and commerce and is often considered to be a branch of civil law and deals both with issues of private law and public law. Commercial law regulates corporate contracts, hiring practices, and the manufacture and sale of consumer goods. Specifically, Knowledge of contracts, legal issues concerning mergers and acquisitions and financial regulations, and legal interpretation and drafting skills is required. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding; procurement, contract management and services payment; Jobs Fund and grants management; labour management and employment in South Africa. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them.

DUTIES

: To assist with the implementation of the Jobs Fund legal strategy and framework, and to conduct research, to conduct appraisals and assessments of applications, draft legal opinions and contracts and provide legal advice and support on the establishment and management of funding contracts between the Jobs Fund and its partners. Strategy and research: Provide inputs and feedback on strategic plans and annual reports. Maintain and recommend improvements to Legal Advisory policies and procedures. Conduct legal and/or factual research and investigations on employment facilitation funding, analyse data and recommend courses of action, as appropriate. Research and provide advice on legal issues arising under domestic and international Administrative and Contractual laws as requested. Draft legal opinions on ad hoc matters as requested. Contracts and legal instruments: Assist with the establishment, performance and accessibility of the Jobs Fund contract management strategy and framework, including the records and signed contracts database and standardised templates register. Provide legal advice to stakeholders on legal issues concerning, amongst others, the restriction of state assets, bond issues, financial regulation, procurement issues and Treasury control, governance, compliance and risk exposure. Draft contracts and develop legal instruments for the review of contracts for compliance (domestic and international). Draft Addenda to contracts as requested. Assist with the negotiation of contracts on behalf of the GTAC/Jobs Fund, the Minister of Finance and entities where

applicable. Review Matched Funding Agreements, Loan Agreements, MOUs, SLAs, Audit Reports, Terms of Reference(s) and provide legal advice as requested. Contract management and administration: Conduct and provide legal research on projects prior to and after partner consultations. Conduct due diligence on entities when requested. Draft and review commercial agreements and contracts to be entered into by the GTAC/ Jobs Fund. Update and maintain the signed contracts and records database. Record all new instructions appended to signed contracts. Monitor and review compliance with terms and conditions of contracts, analyse legal issues arising, and develop and implement corrective actions and/or solutions. Professional legal assistance: Provide legal advice to partners where appropriate. Scrutinise legal documentation and address issues. Draft legal documents, pleadings and opinions. Provide legal support in respect of any projects that may have legal implications quarterly. Assist with the writing, reviewing and editing of legal correspondence between Jobs Fund and its partners. Knowledge management: Write papers, reports, opinions, articles, and other documents for publishing on the GTAC/Jobs Fund website/ Newsletter/ present Brown Bags and conduct training when requested. Maintain and update the database of all legal opinions generated for the GTAC/Jobs Fund. Client relationship management: Identify key staff, and build and maintain relationships and interactions with partners, stakeholders and business representatives. Establish relationships with internal and external service providers. Monitor the level of partner satisfaction at regular intervals and after each significant delivery of product or service. Identify and respond to opportunities for providing legal products and services to be the strategic partner of choice with the GTAC/Jobs Fund. Respond to partners' queries and complaints, ensuring that corrective action is taken when necessary.

ENQUIRIES
APPLICATIONS

: Kaizer Malakoane at 066 250 7072
: Kaizer.malakoane@gtac.gov.za

POST 43/55

: **OPERATIONS MANAGER: JOBS FUND PMU REF NO: G19/2025**
Term: 24 Months Fixed-Term contract

SALARY

: R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

CENTRE
REQUIREMENTS

: Pretoria
: Bachelor's Degree/ Advanced Diploma/ BTech (NQF 7) in Commerce, Business Administration and/or Office Administration or a related field. A Postgraduate qualification in Commerce, Business Administration and/or Office Administration would be advantageous. 5 – 7 years' experience as an Office Manager, Operations Manager and/or Business Support Manager. Experience in project management and public service would be advantageous. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Effective Communication: The ability to transmit and receive information clearly and communicate effectively with others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Organisational Awareness: The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers, the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organizes work, sets priorities and

determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organizational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance.

DUTIES

: The purpose of the role is to manage, organise and coordinate office operations and procedures (DDG's office) to ensure organisational effectiveness and efficiency within the Jobs Fund. Operational Office Support: Manage the Deputy Director General: Employment Facilitation's (DDG: EF) office, including the organisation and coordination of all operational and administrative processes. Reviewing, analysing and providing a quality assurance function of all submissions/memoranda, i.e. project submissions, budgets and correspondence, etc., before approval by the DDG: EF. Collate and compile reports or correspondence for the DDG: EF, e.g., Progress reports, Memoranda/Submissions, letters, etc, when required, which includes reference and delegation letters. Assist in drafting Terms of Reference concerning services required and issued through appropriate Supply Chain Management channels and serve on the Bid Evaluation Committee (BEC) as needed. Implement and advise administrators on processes to follow concerning DDG's office. Business Operations: Providing secretariat services to the Management Committee, including minute taking, recording of actions and decisions, tracking of deliverables emanating from the meeting, as well as consolidating and updating the Balance Scorecard. Conduct annual updates of the Management and Operations Committee's Terms of Reference. Maintaining a daily action log about deliverables that are due for the Management team and following up timeously concerning the completion of deliverables. Management of Jobs Fund submissions to GTAC and the National Treasury, including the Acting Head, Director General and the Minister. Overseeing submissions to the DDG: EF's office, including the status of the submission/s and the action required (tracking schedule). Represent the Jobs Fund at the Government Technical Advisory Committee (GTAC) Operations Management meetings and other forums where necessary. Compile and follow up on the deliverables for the Financial Year-End Checklist. Compile the Gifts and Donations Register for the Jobs Fund per financial year. Coordinate weekly administrative team meetings. Track finalisation of Balanced Scorecard and conduct quality assurance on the Learning & Growth

deliverable tracker. Managing the administrative processes around the new user profiles, access cards and vetting forms, etc. Manage the Signing Hub workflow for documents that require approval. Responsible for the management and maintenance of an electronic document management system in the DDG: EF's office. Ensure the protection and security of files and records. Produce and maintain a Business Calendar on an annual basis for the organisation. Review travel plans and team travel submissions before submission to the DDG. Assist with queries and issue resolution as needed. Assist in the update of the Jobs Fund Standard Operating Procedures and maintain the Operating Guidelines action log and prepare supporting memoranda. Managing admin/client-related matters pertaining to the DDG's office. Coordinate and assist with preparations for the Jobs Fund Strategic Planning sessions. Human Resource Support: Coordination of human resource functions, i.e., recruitment of new staff members, including review of advertisements, job descriptions, and appointment documents, contract renewals, management of leave, compilation of organisation training plan, update of Jobs Fund establishment, etc. Maintain the Jobs Fund organogram, induction folder, and job description repository. Coordinating and managing the Performance Management process for all staff by ensuring all staff members complete a Performance Agreement on an annual basis. Review and quality assure all Performance Reviews and Performance Evaluations for all Jobs Fund staff on an annual basis. Provide a secretariat function for the moderation committee meetings (Performance), present all performance scores for staff and draft minutes of the meeting. Produce the Jobs Fund internal training plan, manage and implement the plan. Provide the necessary support to staff when training is requested, i.e. drafting memorandums, requesting quotations, completion of short course forms, tax clearance certificates, central supplier database information, etc. Act as the administrative liaison for Human Resources, including internal administration of the recruitment of new staff members, contract renewals, management of leave, compilation of organisation training plan, induction, etc. Finance and Procurement: Assist the Director: Finance in compiling and maintaining the Jobs Fund budget. Review disbursements, transfer of funds submissions, payment of invoices, cost recovery and transfer of funds documentation, ensuring accuracy and completeness. Management and oversight of inventory. Assist in the review of procurement-related matters for the Jobs Fund. Assist in reviewing and/or preparing information for audit purposes. Review the travel schedule and analyse the associated costs. Event Management: Assist in managing, organising, and providing logistical support for Jobs Fund events such as learning forums, team-building activities, and brown bag sessions, etc. Assist in managing client-related matters and queries about the event.

**ENQUIRIES
APPLICATIONS**

: Kaizer Malakoane at 066 250 7072
: Email: Kaizer.malakoane@gtac.gov.za

POST 43/56

: **FINANCIAL ANALYST: JOBS FUND PMU REF NO: G20/2025**
Term: 24 Months Fixed-Term contract

SALARY

: R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

**CENTRE
REQUIREMENTS**

: Pretoria
: Bachelor's Degree/ Advanced Diploma/ BTech (NQF 7) in Finance, Project Finance or Economics or related field. A postgraduate qualification in Finance would be advantageous. Minimum 4 years post-training/ internship experience. Experience in public sector would be advantageous. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own

feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

Integrity/ Honest: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy.

Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences.

Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes.

Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively.

Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels.

Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business.

Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project.

Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor.

Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, conduct financial modelling, analyse results, monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance.

Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments.

Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems.

Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted.

Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions.

Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund.

Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance.

Public Finance Economics:

DUTIES

Knowledge of the field of economics that studies government activities and the alternative means of financing them.

: To analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa. Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund (JF) policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the JF in the management and interpretation of the Auditing regulations and procedures. Jobs Fund applications and investment opportunities appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. To conduct a financial appraisal of the application, which includes analysing the proposed financial model. Utilise and Quality Assure the Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) to capture and review the Application proposals. Determine optimal funding allocations including: Establishing standard costs across models; Collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project Appraisal documents. Jobs Fund Portfolio of Investment Analysis: Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus Memos for implementation projects. Jobs Fund performance and reporting: Coordinate with other members of the JF Project Management Unit (PMU) to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES APPLICATIONS

: Kaizer Malakoane at 066 250 7072
: Email: Kaizer.malakoane@gtac.gov.za

POST 43/57

: **MONITORING AND REPORTING SPECIALIST: JOBS FUND PMU REF NO: G21/2025 (X2 POSTS)**
Term: 24 Months Fixed-Term contract

SALARY

: R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.

CENTRE REQUIREMENTS

: Pretoria
: Bachelors' Degree/ Advanced Diploma/ BTech (NQF 7) in Economics, Social Sciences or related field. A Postgraduate qualification in monitoring and evaluation, and/or statistical analysis would be advantageous. 6 – 8 years' experience in monitoring, measurement and evaluation of development programmes/ projects, at least two years of experience at a management level. Experience in the public service would be advantageous. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery

standards, with priority given to client satisfaction. **Effective Communication:** The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. **Information Sharing:** Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. **Integrity/ Honesty:** Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. **Networking and Influencing:** Establishes, maintains and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. **Organisational Awareness:** The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. **Problem Solving and Analysis:** The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. **Resources Planning:** Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. **Results Orientation:** Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). **Systems Thinking:** Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. **Vision and Purpose:** Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. **Computer literacy:** Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. **Data Analysis:** Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. **Database Management:** Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes. **Development Financing:** Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. **Economic Development:** Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. **Monitoring, Evaluation and Reporting:** In-depth knowledge of establishing monitoring and evaluation frameworks and indicators, and development and implementation of qualitative and quantitative monitoring, evaluation and reporting approaches, methodologies and tools. **Government Knowledge:** Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic

and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them.

DUTIES

: Jobs Fund (JF) Projects Monitoring and Reporting Planning: Design and develop monitoring and measurement plans for JF projects at project inception to ensure integration of monitoring and measurement at all project phases. Participate in Monitoring & Reporting (M&R) planning and design meetings for the: determination of project outcomes, outputs and measurement criteria, design of results chains, identification of data sources for baseline assessments, and development of data collection methods. Develop and submit proposals for JF projects' monitoring and reporting systems. Collate, process and lodge JF projects' monitoring and measurement plans. Establish and communicate JF projects' monitoring and reporting schedule and requirements. Appraise the Project Implementation Monitoring Plans and Theory of Change of new project applications. Advise on the use of job proxies when required. JF Projects Monitoring and Reporting Administration: Review JF project reports from the Grant Management System (GMS). Test the validity and integrity of the Jobs Fund Partner project-reported information against norms and standards, review the evidence submitted by Jobs Fund Partners for accuracy and facilitate the corrections, where required. Align with DCED standards. Prepare recommendations for the enhancement of processes and procedures. Disseminate data for reporting purposes. Participate in meetings, workshops and other discussion forums to establish dialogue on reported project progress and evaluation results. Ensure that M&R records and evidence are up to date and audit-ready. Conduct sample reviews of project reports and evidence. Monitoring and reporting capacity development and learning: On-going liaison and engagement with Jobs Fund stakeholders regarding the monitoring, evaluation and reporting on all aspects of the project. Conduct awareness and promotion sessions for stakeholders on the utilisation of results-based monitoring, measurement and reporting tools and systems and the Jobs Fund reporting mechanisms. Collate, distribute and file learning reports from client feedback, case studies, reviews and project evaluations. Participate in research networks on job creation, employment and systemic change, and collect, collate, distribute and file participation reports. Monitoring and reporting processes and tools research and development: Participate in research and benchmarking projects with established international institutions on best practices and trends pertaining to monitoring and reporting, and the preparation, distribution and filing of research reports. Integrate findings into monitoring and evaluation tools and practices. Maintain and update, as required, JF projects' monitoring, evaluation and reporting processes, procedures and tools and processes for, inter alia, record keeping and referencing. Maintain JF internal and external platforms and mechanisms for the dissemination and interpretation of information.

ENQUIRIES **APPLICATIONS**

: Kaizer Malakoane at 066 250 7072
: Email: Kaizer.malakoane@gtac.gov.za

<u>POST 43/58</u>	:	<u>EVALUATION AND LEARNING SPECIALIST: JOBS FUND PMU REF NO: G22/2025</u> Term: 24 Months Fixed-Term contract
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma/ BTech (NQF 7) in M&E, Development, Public Administration, Economics or related field. A Postgraduate qualification in M&E, social sciences or equivalent experience and education would be advantageous. Training or certification in statistics and quantitative measurements would be advantageous. 6-8 years' experience in monitoring, measurement and evaluation of development programmes/ projects; conducting evaluations and writing evaluation reports, at least 2 years of experience at a management level. Experience capturing both good practices and lessons learned, in a variety of approaches (e.g. end of the project evaluation, special studies); Experience in project design and evaluation; Experience in research, policy analysis and evaluation of donor-funded projects; Experience of Donor Communities and Development of Enterprise Standards; Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders; Experience in application of leading qualitative and quantitative data collection, analysis and reporting tools; Experience in managing projects with multiple stakeholders and Excellent report-writing skills. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs and understanding how to best meet them, as well as putting into practice the Batho Pele spirit. The term 'clients' refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and intonation in a way that brings understanding to the target audience. Networking and Influencing: Establishes, maintains and utilises a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision-makers, the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or correlations. Create timely and well-developed solutions by examining alternative risks and consequences. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Database management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardisation processes. Evaluation methodologies: In-depth understanding of various methodologies in evaluation, both qualitative and quantitative, such as surveys, record reviews, focus groups and case studies and ability to identify appropriate methodology. Project Management: Sound understanding

(and preferably hands-on experience) of logical framework approach, project cycle management and other strategic planning approaches. Also, In-depth knowledge of results-based planning, monitoring, and reporting of programme/project management. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis.

DUTIES

: To support knowledge-sharing and learning culture at the Jobs Fund. Contribute to the documentation and dissemination of key lessons learned to improve the implementation of projects, and the measurement and evaluation of projects' performance. Implement processes and procedures for accurate performance monitoring and evaluation results. Evaluation and Support: Execute the Jobs Fund Evaluation Framework and Learning Agenda. Support the evaluation of projects and extract learnings from the Jobs Fund portfolio. Provide the inputs to the Terms of Reference for evaluations and manage the service provider selection process. Manage the service providers secured to carry out project-level evaluations. Provide inputs into the design of baseline assessments, formative evaluations, mid-term evaluations and summative evaluations for projects. Support partners in the development of results chains for their projects. Plan for, design and conduct formative, process and summative evaluations. Utilise evaluation results to improve project roll-out and to appraise new projects. Promote and Enhance Learning: Analyse and synthesise findings from project evaluations. Support awareness sessions with partners on evaluations, results-based management and project close-outs. Perform benchmarking and learning exercises on job creation, sustainability and systemic change. Document feedback on learnings from case studies, reviews, project close-out reports and other related factors. Engage in activities related to the synthesis and dissemination of lessons learned by the Jobs Fund. Support evaluation outputs and facilitate the implementation of recommendations from evaluations. Client Engagement: Liaise and engage with stakeholders on learning and evaluation at the project level and Jobs Fund level. Providing support to Jobs Fund Partners to ensure post-Jobs Fund success. Appraise the Project Implementation Monitoring Plans and Theory of Change of new project applications. Advise on the use of job proxies when required. Evaluation and Learning Framework: Support the JF in meeting evaluation and learning targets. Support the development of a learning framework with each business unit in the Jobs Fund. Provide technical support to project managers and the Communications Unit to develop and document compelling outcome and impact success stories, and to foster institutionalisation and internalisation of learning processes. Contribute to the training of project managers and partners on evaluation methodologies. Management of Data and Systems: Identify opportunities to optimise the Job Fund's collection, use, and management of data. Support the training for Jobs Fund staff on the use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff. Collaborate with the grants management system (GMS) team and unit staff on broader system enhancements. Data Analysis, Research and Learning: Provide technical support to short- and long-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage, analyse, and effectively visualise large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis. Support the synthesis of Jobs Fund knowledge, knowledge dissemination and active engagement of wider market players. Support the systematic recording of the social impact of Jobs Fund projects. JFPs already report social impact through narratives in quarterly reporting. Monitoring and Evaluation System: Execute the overall framework of the monitoring and evaluation activities. Assess the validity of monitoring and evaluation data through regular and ad-hoc review of activities. Draft, revise and update tools and data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals). Support the Monitoring, Evaluation, Reporting and Learning Lead in defining and implementing key project performance indicators (KPI) as well as monitoring them throughout the duration of projects.

ENQUIRIES APPLICATIONS

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<u>POST 43/59</u>	:	<u>PROJECT MANAGER: JOBS FUND PMU REF NO: G23/2025 (X2 POSTS)</u> Term: 24 Months Fixed-Term contract
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Advanced Diploma/ BTech (NQF 7) in Development Finance; Economics; Business Management; Project Management; Project Finance, or a related field. A postgraduate qualification in Development Finance, Economics, Business Management, Project Management and Project Finance would be advantageous. Minimum 5 years' experience in a project management or programme management position, at least 2 years of experience at a management level. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Commitment to Learning: Actively pursue learning and development in order to achieve results and contribute to continuous improvement. Supports and encourages the learning and development of others. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining an information system. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, analyse results, monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level

someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the NT and/or DPSSA and/or other regulatory prescripts regarding: procurement, contract management and services payment, Jobs Fund and grants management and labour management and employment in South Africa. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design, and conducting of due diligence exercises and project audits. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes.

DUTIES

: To lead in the planning, managing, organising, and monitoring of project implementation in the Jobs Fund and contribute to the knowledge and learning agenda of the Jobs Fund. Project Management: Manage project plans, deliverables, financials, dependencies and outcomes of assigned projects to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems and delays. Manage the successful implementation of projects for the full cycle of each project, including: Project induction sessions; quality maintenance of project records and documentation; guidance and direction in terms of project objectives and operations; analysis and reporting on project products (e.g. business plans and project plans); support data population and manage information; monitoring and evaluation of projects; project cash flows and expenditure reporting; and conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, and review progress against milestones and targets. Do a qualitative analysis of documents. Compile and present project status reports to provide project updates on activities and deliverables. Assist with ensuring that governance requirements of professional project management and those applicable to the National Treasury and Municipality are adhered to. Make recommendations aligned with the project specifications, ensuring that the specifics of the project are being adhered to. Strategic Management and Planning: Manage projects and portfolio activities in line with strategies and policies. Design and implement any strategic management and planning aspects as directed. Financial Management: Contribute to the efficient financial and technical management of Jobs Fund projects. Ensure project deliverables stay on time, on-target and in-budget. Coordinate with other members of the JF PMU to review financial information and forecasts. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Stakeholder engagement:

		Establish and maintain an effective relationship with the National Treasury and other government departments, the private investor community, official development agencies and other stakeholders. Identify and liaise with relevant project stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Kaizer Malakoane at 066 250 7072
	:	Email: Kaizer.malakoane@gtac.gov.za
<u>POST 43/60</u>	:	<u>LEGAL ADMINISTRATOR: JOBS FUND PMU REF NO: G24/2025</u>
		Term: 24 Months Fixed-Term contract
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus 37% in lieu of benefits, PSR 44 will apply to candidates appointed in the Salary Level.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Bachelor's degree (NQF 7) in Paralegal studies or related fields / LLB Degree (NQF level 8). At least 3 – 5 years' experience in a legal firm or legal environment. Competencies Required: Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers, the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. Client Service Orientation: Client-service orientation implies helping or serving others to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them, as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external dents. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties and setting up and maintaining information systems. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Attention to detail is of paramount importance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Supply Chain: The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services, and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers. It integrates supply and demand management within and across the organisation.
<u>DUTIES</u>	:	To provide legal administrative support to the Jobs Fund. Draft Legal documents: Draft letters, including but not limited to the Jobs Fund Investment Committee and Secondary Bank Account resolutions. Draft other legal letters/documents as and when required by the Legal Advisors or other governance/management structures of the Jobs Fund. Ensure the

letters/documents are aligned to resolutions/minutes and input documents, which are the basis of the resolutions/minutes. Incorporate and quality assure inputs provided by Team members/ Managers/Deputy Director General's office with regard to Legal documents/letters. Quality assures all submissions emanating from the Legal Unit. Administration and Support: File management of all Portfolio legal records and documents. Provision of portfolio statistics (related to Legal). Quality assurance and control of all legal documentation. Implement and maintain version control procedures on all portfolio reports, letters/documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the Legal Unit meetings and/or any other meeting as may be requested from time to time. Dissemination of information. Ensure /co-ordinate fast and efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up). Ensure and implement an efficient way of tracking action points from various committees. Ensure and implement an efficient way of tracking feedback from team members/Managers on letters/documents. Ensure and implement an efficient way of tracking responses from JFPs/applicants on letters/documents sent to the JFPs/applicants. Maintain a Register/Action Log of letters/documents sent to JFP. Letters such as Intention to Withhold, Breach, Termination, Non-compliance etc. Create, maintain, and enforce a Letters and Addenda Action Log indicating log date, when letters were sent to the Project Team, when feedback was received from each Project Team Member, when letters were sent to MANCO, when received from each MANCO member, when submitted to DDG, and when signed by DDG. This is necessary to unlock bottlenecks. Maintain and implement an effective filing system for letters/Addenda on OneDrive so that draft documents and final documents are easily accessible by other JF members as may be necessary. Update, quality assure and confirm completeness of data in the legal repository folder and physical legal files. Client Liaison: includes query tracking, follow-up, preparation of responses and dissemination. Abide by the timeframes, processes, procedures, etc, as set out in the Jobs Fund's SOPs and Operating Guidelines, which may vary from time to time. Maintain an Action Log on Learning & Growth deliverables. Set reminders for the Legal Unit. Remind Members about deliverables in daily Huddles. Create and maintain an Issues Log for all implementing Projects. Create and maintain a subsequent conditions tracker for all implementing Projects. Create and maintain an Audit Log for all legal issues raised in Audit Reports for all implementing Projects. Coordination: Provide Administrative support to the Jobs Fund Legal Team by coordinating: Travel arrangements; manage all logistics associated with workshops, conferences (not limited to legal unit, i.e. cover JF events); setting up of meetings through the timely distribution and confirmation of invitations, relevant documents, previous minutes and agenda; when required, minute taking, circulation, ensuring sign off and filing of approved minutes, and bookings of suitable venues. Organising the necessary equipment & other event logistics. Attach source documents before circulating legal documents/letters drafted by the incumbent and/or Legal Advisors among Team Members and Managers for their input. Ensure and coordinate fast and efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up). Preparation of Action Logs and distribution thereof to relevant Team Members. Provide a coordinating role for the Legal Unit during key annual activities such as strategic planning. Quality Assurance of documents prior to submission and sign-off. Attend to reasonable requests/ instructions from Legal Specialist and/or legal Advisors as Unit operational requirements dictate from time to time. Coordinate complaints and administer the Complaints Register. Coordinate the Recoupment register and administer the Recoupment Log. FICA verification: Review FICA documents of all Jobs Fund's Applicants and Implementing Partners. Conduct company checks on the organisation applying for funding. Conduct credit screening of all directors and companies applying and involved in the implementation of the project using different systems. Update the FICA checklist and follow up on outstanding documents from the relevant organisation. Sign off FICA checklist. Verify JF Partner's secondary bank accounts on the relevant system. General Administration: Prepare a file of legal documents requiring signature by the Deputy Director General: Employment Facilitation. Maintain filing system, electronic database and accurate record keeping, i.e. RACI Project Folder. Create and maintain Legal folders on OneDrive. Provide Legal Advisors with the requested documents from time to time. Attend to formatting and quality assurance of legal

documents prior to circulation. Scan, file and send signed letters to the GMS Manager and to the Project Team. Ensure confidentiality of information processed during the execution of his/her function. Consolidate Legal Unit's Work Activity Logs on a weekly basis, submit to Legal Specialist and DDG: EF. Client Relationship: Establish strong relationships with internal and external stakeholders. Forward clients' queries and complaints to the Legal Specialist, monitor and track the responses.

ENQUIRIES : Kaizer Malakoane at 066 250 7072
APPLICATIONS : Email: Kaizer.malakoane@gtac.gov.za

POST 43/61 : **MONITORING & REPORTING- EVIDENCE CHECKER: JOBS FUND PMU**
REF NO: G25/2025 (X3 POSTS)
Term: 24 Months Fixed-Term contract

SALARY : R228 321 per annum (Level 05), plus 37% in lieu of benefits, PSR 44 will apply to candidates appointed in the Salary Level.

CENTRE : Pretoria
REQUIREMENTS : A Higher Certificate/ Advanced National Certificate (NQF 5) / National Diploma (NQF 6) in Economics or Monitoring & Evaluation or Data Quality or Finance or Accounting/ Bookkeeping or Public Management/ Administration, Auditing or related qualification. A minimum of 2 years' experience in an administration/ finance/ Monitoring & Evaluation position. Proven relevant experience as a data quality auditor/verifier will be an added advantage
Competencies Required: Stress tolerant: The ability to work in a highly pressurised and deadline-driven environment. Attention to Detail: Exceptional attention to detail is required. The ability to adhere to very high standards with respect to data quality, accuracy, and the early identification of discrepancies. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. Audience. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Organisational Awareness: The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers, the individuals who can influence them and to predict how new events or situations will affect individuals and groups within the Department. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has

with using computer programmes and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Data Verification: Relevant experience and knowledge on how to collect reliable, valid and accurate data. Experience in conducting data verification exercises and data quality audits. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardisation processes. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Monitoring, and Reporting: Knowledge of monitoring and evaluation frameworks and indicators, evidence verification and reporting approaches and tools. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance.

DUTIES

: To conduct ongoing and thorough verification and filing of information obtained from a variety of data sources submitted by project partners. In addition, it is to ensure that all participants in the various supported programmes are authentic and have received the services as reported by project partners. Data Verification & Quality Assurance: Conduct thorough data verification of all data to ensure all data captured on the databases is accurate and valid. This includes comprehensive checking of reported data against source documents. Assess the accuracy and completeness of the source documents and highlight discrepancies. Conduct telephonic authentication of programme participants and document the support received by the programme. Log all calls made on the official call log. Verify all reported data against participant training registers and timesheets. Record the errors that are identified as per the error log process. Coordination & Reporting: Produce verification and error reports for the Team Leader. Follow up on any outstanding evidence that was flagged for correction or update. Keep track of the evidence and documentation being submitted and returned. Communicate all data discrepancies to the Team Leader on time. Participate in meetings and follow-ups with both internal and external stakeholders where applicable. Administration: Maintain file-naming protocols and maintain accurate records in the document storage facility. Provide general administrative support to the team and the Team Leader as required. Collate, distribute and file learning reports from client feedback, case studies, reviews and project evaluations. Where required, assist the Team Leader and team in research projects on job creation, employment and systemic change, and collect, collate, distribute and file reports.

ENQUIRIES

: Kaizer Malakoane at 066 250 7072

APPLICATIONS

: Email: Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Motheo TVET College)
(Ingwe TVET College)
(Western TVET College)

ERRATUM: LEPHALALE TVET COLLEGE: Kindly take note that the email address provided in the Public Service Vacancy Circular 42 dated 14 November 2025 was incorrect. The correct email address for submitting applications is recruitment@leptvetcol.edu.za. Please also note that the closing date for the previously advertised posts has been extended from 28 November 2025 to 12 December 2025 at 11:00. We sincerely apologize for any inconvenience this may have caused.

OTHER POSTS

<u>POST 43/62</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION OCCUPATIONAL PROGRAMMES) REF NO: MOT/ASD-OP/NADA/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	NADA
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 or NC(V) Level 4 together with a three (3) years recognised National Diploma/Degree (NQF L7) and a recognized professional teacher's qualification. SACE Certificate. 5 years' experience in Curriculum Development plus a minimum of 3 years' supervisory experience and a valid Driver's License. Skills and Competencies: Knowledge of Public Service Act. Knowledge of the TVET Act; Computer literacy. Leadership and management skills, project management skills, and communication, inclusive of presentation skills. Ability to work independently as well as in a team. Planning, organizing, leading and control skills. Research, report writing and presentation.
<u>DUTIES</u>	:	To facilitate: Occupational qualifications implementation. Occupational qualifications policy development and implementation. OHS compliance. PoE's format and Content. Types of machinery and equipment used. Tools handling in the workshop and storage. Floor demarcations and Workshop Cubicles. Teaching and Learning Policy, Assessment, Certification and Appeals Policy. Learner support services, before, during and after the training intervention. Teaching & Learning Portfolios content aligned to QCTO. Identify new market trends to determine needs and opportunities. Formulate strategies to expand delivery of occupational programmes. Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities. Partnerships with industries. The quality assurance functions are performed following the set regulations. Facilitate the certification process for competent learners in accordance with relevant legislation and QCTO requirements. Provide curriculum improvement and implementation support for occupational programmes. Ensure accreditation of programmes offered and workshops through the relevant accreditation.
<u>ENQUIRIES</u>	:	Mr N Olin Tel No: Tel No: (051) 014 766
<u>APPLICATIONS</u>	:	Please forward applications to: Email: recruitment@motheotvet.edu.za or hand deliver at the following address: The Principal Motheo TVET College, C/o Aliwal & St Georges Streets, Private Bag X20509, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms NP Nameka
<u>NOTE</u>	:	Instructions To Applicants: The application must only include a completed and signed new Z83 form, obtainable from any Public Service Department or on the College website at www.motheotvet.edu.za . and a detailed Curriculum Vitae. Certified copies of certificates, identity documents and all other relevant documents like a drivers' license will only be requested from shortlisted candidates on or before the interview date. A complete set of applications must be submitted separately for every post that you wish to apply for with a clear post description and Reference number. Persons with disabilities are encouraged to apply. The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their

applications reach the College on or before the closing date. Applications received after the closing date will under no circumstance be considered. Applications are invited from suitably qualified people for the following Department of Higher Education & Training (Motheo TVET College), permanent positions. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date they must accept that their applications were unsuccessful.

<u>CLOSING DATE</u>	:	11 December 2025, (No late applications will be accepted)
<u>POST 43/63</u>	:	<u>COUNCIL SECRETARY: ADMIN CENTRE REF NO: 2025/11/14</u> 4 Years fixed term contract
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Ingwe TVET College, Admin Centre
<u>REQUIREMENTS</u>	:	Matric or Equivalent. Recognized National Diploma (NQF6) in Office Management and Technology/Public Management, Law, Social Science or related qualifications. Experience in development of policies/implementations strategies. Practical experience in Office Management and Technology/Public management. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years relevant experience in administration environment. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET administration. Understanding of Higher Education sector will be an added advantage. Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's license.
<u>DUTIES</u>	:	Render administration/executive support services in the office of the Principal. Provides secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provides strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the Principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all Academic Board and Academic Board committees. Arrange and support for training interventions. Coordinate the décor, layout, food service, invitation and media protocol requirements for college hosted functions. Maintain stock of standard forms and stationery. Develop agendas and write minutes for the college meeting and forum Records Management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or email to councilsecretaryapplications@ingwecollege.edu.za , or applications can be delivered at Ingwe TVET College.
<u>NOTE</u>	:	Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and detailed curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification;

criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

<u>CLOSING DATE</u>	:	12 December 2025 at 16:00
<u>POST 43/64</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MOT/ASD-SCM/CO/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized 3-years undergraduate Diploma (NQF Level 6) in Supply Chain Management or Logistics Management qualification as recognised by SAQA. 5 years' experience in the Supply Chain Management (Tender and Logistics Management) plus a minimum of 3 years' supervisory experience. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act, Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, disposal and supplier relationship Management and Understanding of Asset Management guidelines. Skills and Competencies: Administrative; Planning and organizing, Financial Management, Report writing, Communication and interpersonal, Problem solving and Computer literacy, Analytical and Client oriented, Project management, Team leadership and People management.
<u>DUTIES</u>	:	Develop, review, implement and monitor SCM policies in line with relevant legislation. Oversee the procurement of goods and services for the College. Oversee the administration of demand and acquisition. Ensure an up-to-date database of service providers. Analysis and planning of procurement requirements, the collating of information for the annual procurement plan. SCM record keeping and reporting. Oversee the management of assets of the College. Management of all Human, Financial and other resources of the unit. Ensure all official orders are compiled and authorized within three days from the date of receipts of the quotations or comparative schedules. Facilitate the administration of tender briefing sessions. Manage preparation of a tender document upon receipt from tender bid specification committee. Monitor the development and utilization for a supplier database. Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee. Coordinate the internal, external and unauthorized movements of asset.
<u>ENQUIRIES</u>	:	Prof. MDM Phutsisi Tel No: (051) 014 7850
<u>APPLICATIONS</u>	:	Please forward applications to: Email: recruitment@motheo.tvet.edu.za or hand deliver at the following address: The Principal Motheo TVET College, C/o Aliwal & St Georges Streets Private Bag X20509, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms NP Nameka
<u>NOTE</u>	:	Instructions To Applicants: The application must only include a completed and signed new Z83 form, obtainable from any Public Service Department or on the College website at www.motheo.tvet.edu.za . and a detailed Curriculum Vitae. Certified copies of certificates, identity documents and all other relevant documents like a drivers' license will only be requested from shortlisted candidates on or before the interview date. A complete set of applications must be submitted separately for every post that you wish to apply for with a clear post description and Reference number. Persons with disabilities are encouraged to apply. The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the College on or before the closing date. Applications received after the closing date will under no circumstance be considered. Applications are invited from suitably qualified people for the following Department of Higher Education & Training (Motheo TVET College), permanent positions. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	11 December 2025, (No late applications will be accepted)
<u>POST 43/65</u>	:	<u>ADMIN CLERKS: ADMINISTRATION SERVICES REF NO:CV/ADMIN/CLERK/01, REF NO: RFT/ADMIN/CLERK/02, REF NO: KDW/ADMIN/CLERK/03 (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus benefits

<u>CENTRE REQUIREMENTS</u>	: Western TVET College
	: Matric/Grade12/ Level 4 Certificate plus a recognised 3-year National Diploma/Degree in Public administration/ Management Assistant/office Management and Technology or any other relevant qualification. Minimum of 2 years experience in administration. Relevant work experience in typing/secretary. Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty.
<u>DUTIES</u>	: Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the BMS system, print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.
<u>ENQUIRIES APPLICATIONS</u>	: Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
	: Please hand deliver your application or email it to adminclerks2025@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Please take note that shortlisted candidates may be subjected to competency assessment. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	: 05 December 2025 at 12:00
<u>POST 43/66</u>	: <u>ADMINISTRATIVE CLERK: FINANCE REF NO: CARL/FINANCE/04</u> Duration: 1 Year (Fixed -Term Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum (Level 05), plus 37% in lieu of benefits
	: Western TVET College – Carletonville Campus
	: Matric/grade 12 certificate including recognised 3-year National Diploma or Degree in Finance / Financial Accounting / Cost and Management Accounting / Internal Auditing. A minimum of 1 to 2 years relevant experience in a finance environment. Must be computer literate. Competencies, Knowledge, and Skills: Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operation, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative,

	basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
<u>DUTIES</u>	: Render financial accounting transactions. Receive invoices, check correctness, verification, and approval. Process invoices (capture payments). Perform salary administration support services. Perform bookkeeping support services. Capture all financial transactions and clear suspense accounts. Provide support in the administration of debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Assist in administration and controlling of petrol cards and college car bookings. Assist with the coordination of bursary allocations. Performing bank reconciliations. Administer the ordering of stationery and textbooks to students. Record issued stock. Administer asset management services. Assist with managing of all asset movement within the College. Capturing and recording of all physical movable and immovable) assets in the physical asset management registers.
<u>ENQUIRIES APPLICATIONS</u>	: Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062 : Please hand deliver your application or email it to adminfinance2025@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Please take note that shortlisted candidates may be subjected to competency assessment. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	: 05 December 2025 at 12:00
<u>POST 43/67</u>	: <u>STUDENT SUPPORT LIAISON OFFICERS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R325 101 per annum (Level 07), plus benefits : Randfontein Campus Ref No: RFT/SSLO/04 Westonaria Site Ref No: WESTONARIA/SSLO/05
<u>REQUIREMENTS</u>	: Matric/Grade 12 Certificate plus a recognised Degree in psychology/Social Science/ Social Work or any other relevant qualification. Must have a minimum of 2 to 3 years work experience in Student Support Services and administration in a teaching and learning environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of Student Support Services Framework. Knowledge of career guidance and extra-curricular activities. Must have knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme, and other related legislation. Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills.
<u>DUTIES</u>	: Provide student support services at the college. Manage the pre-induction and induction of students at the Campus. Prepare weekly and monthly reports. Provide psychosocial support to students. Assist with academic support plan for students. Address socio-economic students matters appropriately including substance and alcohol abuse and other related matters. Conduct home visits when necessary and interview/counsel students and other relevant stakeholders to identify contributing factors associated with low attendance concerns. Support students by establishing and delivering absence reduction programmes. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies and entrepreneurship programmes. Provide career guidance, counselling, and

academic support for students. Desk. Implement the sport, recreation, arts, and culture programs for student in the Campus. Implement the disability desk. forge partnerships with different stakeholders. Facilitate student governance and student leadership development and exit support programmes. Implement the tracking program for the students.

ENQUIRIES
APPLICATIONS

- : Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
- : Please hand deliver your application or email it to sslo2025@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE

- : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Please take note that shortlisted candidates may be subjected to competency assessment. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE

- : 05 December 2025 at 12:00

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	08 December 2025
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 43/68</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 67/25/LMP</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

<u>ENQUIRIES</u>	:	Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.F Mathosa Tel No: (015) 287 2035
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 43/69</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 68/25/LMP</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Lenyenye
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent, 3 years' administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act (PFMA); Knowledge of Financial Management (Vote and Trust); Departmental Financial Instructions (DFI); BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer literacy (Microsoft Packages); Good Communication skills (written and verbal); Organising and Problem-solving skills; Sound Leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Thirty Party Funds and Vote Accounts for the office; Coordinate, manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Ms. Phalane M.R Tel No: (015) 287 2036 or Ms. Mongalo M.P Tel No: (015) 287 2037
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 43/70</u>	:	<u>MAINTENANCE INVESTIGATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Seshego Ref No: 71/25/LMP (X1 Post) Brits Magistrate Court Ref No: 25/VA39/NW (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Limpopo: Ms MF Mathosa Tel No: (015) 287 2035 Or Mr MI Modiba Tel No: (015) 287 2034 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 https://forms.office.com/r/X2XaVPasWu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number numbers.

<u>POST 43/71</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 72/25/LMP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Nebo
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification in the field of languages at NQF 5 and minimum of three years' practical experience in court interpreting or Grade 12 with ten years' practical experience in court interpreting; Proficiency in English and two or more indigenous languages. A valid driver's license will serve as an added advantage. Language requirements: Sepedi, Tsonga, IsiNdebele, Tshivenda and Zulu. Skills and Competencies: Planning and organizing; Time management skills; Interpersonal skills; Problem solving and analytical thinking; Listening skills; Good communication skills; Computer literacy; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Ms. Mongalo M.P Tel No: (015) 287 2037 or Ms. Mathosa M.F Tel No: (015) 287 2035
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 43/72</u>	:	<u>LABOUR RELATIONS OFFICERS REF NO: 2025/36/MP (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. Successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Nelspruit
<u>REQUIREMENTS</u>	:	An NQF Level 6 qualification as recognised by SAQA in Labour Relations/Labour Law/LLB; A minimum of 2 years' functional experience in Labour Relations environment; Knowledge and understanding of relevant labour laws, policies and procedures; Knowledge of Basic Condition of Employment Act; Labour Relations Act, Employment Equity Act; Knowledge of understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Skills And Competencies: Concern of others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Organisational communication (verbal and written) skills; Problem analysis, Computer literacy.
<u>DUTIES</u>	:	Administer and implement Labour relations policy and strategy; Handle misconduct and grievances; Handle and administer dispute resolutions; Administer collective bargaining processes.
<u>ENQUIRIES</u>	:	Ms K N Zwane at 060 532 2006
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit, 1200.
<u>POST 43/73</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) (X3 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Vredendal Ref No: 79/2025/WC (X1 Post) Magistrate Office: Seshego Ref No: 69/25/LMP (X1 Post) Magistrate Office Mahwelereng Ref No: 70/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving

	skills; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	: Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for Maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Implementation of Bench orders; Provide reports and compile statistics.
<u>ENQUIRIES</u>	: Western Cape: Mr A Knowles Tel No: (021) 462 5471 Limpopo: Ms MF Mathosa Tel No: (015) 287 2035 OR Mr P Mongwe Tel No: (015) 287 2034
<u>APPLICATIONS</u>	: Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	: Ms P Paraffin Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number.
<u>POST 43/74</u>	: <u>ADMINISTRATION CLERK (X6 POSTS)</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office; Tulbagh Ref No: 76/2025/WC (X1 Post) Magistrate Office: Sekhukhune (CASH HALL) Ref No: 75/25/LMP (X1 Post) Magistrate Office: Groblersdal (CASH HALL) Ref No: 76/25/LMP (X1 Post) Master of The High Court Polokwane Ref No: 77/25/LMP (X1 Post) Magistrate: Office: Malamulele, (CASH HALL) Ref No: 78/25/LMP (X1 Post) Magistrate Office: Moutse (CASH HALL); Ref No: 79/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 certificate or equivalent qualification. Skills and Competencies: Computer skills; Planning and organizing; Interpersonal skills; Language skills; Flexibility; Good verbal and written communication skills; Teamwork.
<u>DUTIES</u>	: Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<u>ENQUIRIES</u>	: Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Master of The High Court – Polokwane: Mr M.I Modiba Tel No: (015) 287 2034 Sekhukhune: Mr. Shebu R.C.P Tel No: (013) 260 1001/ 2/ 3 - 1643 Groblersdal: Ms Botholo A Tel No: (013) 262 2033 Malamulele: Mr P Mutavhatsindi Tel No: (015) 851 0022 Moutse: Ms A T Bilankulu Tel No: (013) 980 0005
<u>APPLICATIONS</u>	: Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	: Ms P Paraffin Sekhukhune: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Department of Justice & Constitutional Development, Private Bag X9207, Sekhukhune, 1124. OR Physical address: Registry Office no 14, Magistrate Sekhukhune Or https://forms.office.com/r/X2XaVPasWu Polokwane: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR Recruitment portal: https://forms.office.com/r/X2XaVPasWu Groblersdal: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Department of Justice & Constitutional Development, Private Bag X671, Groblersdal, 0470. Delivery address: Reception area Magistrate Office Groblersdal, 0470 OR Recruitment portal: https://forms.office.com/r/X2XaVPasWu Malamulele: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Department of Justice & Constitutional

Development, Private Bag X1180, Malamulele, 0982 Delivery address: Reception area Magistrate Office Malamulele, 0982 OR <https://forms.office.com/r/X2XaVPasWu>

Moutse: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Department of Justice & Constitutional Development, Private Bag X4565, Dennilton, 1030, Or Physical Address: Reception area: Moutse Magistrate Court, No 01 Court Street, Dennilton 1030 OR <https://forms.office.com/r/X2XaVPasWu>

POST 43/75 : **SECRETARY TO THE REGIONAL COURT PRESIDENT REF NO: 74/25/LMP**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office NW-Mafikeng

REQUIREMENTS : Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.

DUTIES : Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings.

ENQUIRIES : Mr M.C Rapetsoa Tel No: (015) 294 6000

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Polokwane Private Bag X9320, Polokwane, 0700. or Physical address: Reception area Magistrate Polokwane, Reception area or <https://forms.office.com/r/X2XaVPasWu>

POST 43/76 : **COURT INTERPRETERS (X2 POSTS)**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Ga – Kgapane Ref No: 73/25/LMP (X1 Post)
Magistrate's Office: Ganyesa Ref No: 25/36/NW (X1 Post)

REQUIREMENTS : NQF Level 4/ Grade 12; Proficiency in English and one or more indigenous languages; Three months Practical experience will be an added advantage; Driver's license will be an added advantage; Language requirements: Ga-Kgapane: English, Sepedi, Tsonga and Tshivenda, Applicants will be subjected to language test; Language requirements: Magistrate's Office: Ganyesa Setswana, English and IsiXhosa/ IsiZulu, Skills and Competencies: Computer literacy (MS Office); Good communications (written and verbal); Administration and organizational skills; Good interpersonal relations; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultations; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.

ENQUIRIES : Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr P.M Mongwe Tel No: (015) 287 2034

North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106

APPLICATIONS : **Limpopo:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or <https://forms.office.com/r/X2XaVPasWu>

North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or <https://forms.office.com/r/X2XaVPasWu>

NOTE : Separate application must be made quoting the relevant reference number.

<u>POST 43/77</u>	:	<u>TELECOM OPERATOR REF NO: 78/2025/SA/WC</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the State Attorney, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Appropriate experience as a telecom operator. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure and to solve problems; Customer service and document management.
<u>DUTIES</u>	:	Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
<u>ENQUIRIES</u>	:	Mr M Koopman Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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

- APPLICATIONS** : NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 12 December 2025
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 43/78** : **DIRECTOR: INFORMATION TECHNOLOGY REF NO: 052**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Information Technology/ Computer Science/ Business Information (NQF 7) with a minimum of 5 years in senior/middle management experience in Information Technology environment. Post graduate Degree in Business management will be an added advantage. Knowledge of: Management and expertise in all areas of information technology especially IT Infrastructure. Technical expertise in advance strategic IT Infrastructure. Change management with knowledge of Public Service and Departmental

organizational matters. Policy development. Strategic planning. Financial management. Project management and government policies. Skills: Excellent managerial communication and interpersonal relationship skills. Strong leadership and organisational skills. Negotiation and consultation skills. Problem solving and analysis. Strategic capability. Management and expertise in all areas of information technology specific to infrastructure. Technical expertise in advanced strategic ICT Infrastructure. Regulatory framework for the management of IT in government. Programme management with service delivery orientation and effective budget management. Thinking Demand: Logical. Creative/ innovative thinker. Accurate. Objective, Ability to analyse and interpret information.

DUTIES

: Oversee the management of information technology service delivery and promote continuous improvement of productivity, quality service and customer satisfaction. Manage and direct processes on utilisation of system security mechanism and ensuring compliance to the IT regulatory framework. Ensure the management of architecture and network configuration within the Department. Manage the development, maintenance and implementation of policies and strategies pertaining to information technology services and systems. Manage the development of information technology infrastructure architecture and conduct investigations into the maintenance of existing technologies as well as the availability, needs and demand of new technologies. Manage the Directorate.

ENQUIRIES

: Ms K Leso at 071 475 8416

APPLICATIONS

: Email to Recruitment02@dmpr.gov.za

NOTE

: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>.<https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. The Candidate will have to disclose her/ his financial interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian /Coloured or white female are encouraged to apply.

OTHER POSTS

POST 43/79

: **DEPUTY DIRECTOR: DATA MANAGEMENT REF NO: 053**

SALARY

: R896 436 per annum (Level 11), (all-inclusive package)

CENTRE

: Head Office, Pretoria

REQUIREMENTS

: National Diploma in Information Technology/ Business Information/ Computer Science/ Data Science (NQF 6) plus minimum of 3 years' junior management experience in data governance, analytics and database management and experience in junior staff management. Knowledge of: Data governance frameworks and metadata standards. Statistical and analytical techniques. Relevant legislation (e.g. POPIA, PAIA, Statistics Act, PFMA). Information management systems and database technologies. System Analysis principles and practice. Public Service and Departmental organizational matters. Skills: strong analytical and problem-solving skills. Excellent communication and report writing abilities. Leadership and project management. Advanced proficiency in data analysis tools (SQL, Excel, Power BI, etc.). Strategic capability. Change management. Creativity and innovation. Thinking Demand: Management and expertise in all areas of Information Technology. Technical expertise in advanced strategic and business analysis. Policy development. Strategic planning. Financial management. Government policies. Management and expertise in all areas of information technology. Technology expertise in advanced strategic and business analysis.

DUTIES

: Develop, maintain and implement policies and strategies pertaining to departmental databases. Coordinate and administer the organisations's data management function. Ensure data collection, storage and quality assurance. Engage stakeholder and provide capacity building to users. Manage the Directorate

ENQUIRIES

: Mr K Malefo Tel No: (012) 444 3086

APPLICATIONS

: Email to Recruitment03@dmpr.gov.za

NOTE

: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as

attachment on a PDF format. note: Indian /Coloured or White female and persons with disability are encouraged to apply.

<u>POST 43/80</u>	:	<u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: 054</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Gauteng Regional Office, Braamfontein
<u>REQUIREMENTS</u>	:	National Diploma in Mining Engineering (NQF 6) plus Mine manager's certificate of competency with minimum of 3 years' experience in Mining. Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code. Directives. Skills: Team work. Loyalty toward work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money, time. Thinking Demand: Good interpersonal relations, communication verbal and oral, organisational ability control, interpretation and application of legal matter and policies, teamwork, training, negotiating, adaptability, control handling, computer literacy.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosives, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult and provide input on mines closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard; and applications of exemptions, permission and approvals related to mining.
<u>ENQUIRIES</u>	:	Mr. MN Madubane Tel No: (011) 358 9776
<u>APPLICATIONS</u>	:	Email to Recruitment04@dmp.gov.za
<u>NOTE</u>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<u>POST 43/81</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL AND ADMINISTRATION SUPPORT REF NO: 055</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Office Administration/ Office Management and Technology / Public Administration / Public Management / Business Administration / Management Assistant / Administrative Management (NQF 6) Plus minimum of 3 years' experience in financial environment. Drivers' licence will be an added advantage Plus the following key competencies: Knowledge: of auditing /accounting. Understanding of all applicable financial legislations, policies, practices and procedures. Public Finance Management Act. Treasury Regulation. DoRA. Basic Accounting System. LOGIS. PERSAL and Standard Charts of Accounts: Skills: Computer Literacy. Financial. Good verbal and written communication. Ability to communicate at all levels. Thinking Demand: Problem solving. Creativity.
<u>DUTIES</u>	:	Conduct Quality Assurance on the consolidated submissions/ reports for final sign- off by the Chief Financial Officer. Coordinate and monitor Audit findings related matters in the Department. Provide Financial Governance and Administrative Support. Support the implementation of fraud, abuse and control integrity controls. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms M Shirindi Tel No: (012) 444 3110
<u>NOTE</u>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian /Coloured male and persons with disability are encouraged to apply.
<u>APPLICATIONS</u>	:	Email to Recruitment06@dmp.gov.za
<u>POST 43/82</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 056</u>
<u>SALARY</u>	:	R468 459 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pretoria
	:	National Diploma in Office Administration/ Office Management and Technology / Public Administration / Public Management / Business Administration / Management Assistant / Administrative Management (NQF 6) with minimum of 2 years clerical/ administration experience Knowledge: Public Finance Management. Basic knowledge of administration and the processing of work plans and LMC's procedures. Make a sound and reasonable decision. Able to use computer systems and recognize anomalies. Planning, Organizational skills, implementing, controlling. Excellent verbal and writing. Knowledge of Public Administration and Management. Skills: Computer literacy, Good verbal and written communication. Ability to communicate at all levels. Thinking Demand: Self -driven. Innovative and self-confidence. Ability to work under pressure.
<u>DUTIES</u>	:	Provide Core Business administration support to the Directorate (Finance specific admin support). Render logistical support to the Directorate. Administer Supply Chain and related activities. Ensure document management within the Directorate. Administer the Directorate's budget. Coordinate and/or administer Human Resource Management activities.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr G Tshivhase Tel No: (012) 444 3092
	:	Email to Recruitment07@dmp.gov.za
	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian /Coloured or White male and persons with disability are encouraged to apply.
<u>POST 43/83</u>	:	<u>REGISTRY CLERK REF NO: 057</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	North-West Region: Klerksdorp
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF level 4) with no experience. 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. Skills: Computer Literacy. Planning and Organisation. Operating Office Equipment. Good verbal and written communication skills. Thinking Demand: Problem solving. Decision making. Planning. Innovative thinking.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr P Mokotong Tel No: (018) 487 4300
	:	Email to Recruitment08@dmp.gov.za
	:	Indian /Coloured or White female and persons with disability are encouraged to apply Note: Candidate Will Undergo Practical Exercise and Integrity Assessments. Candidates Who Are Applying Online Are Requested to Upload One Document as Attachment on A PDF Format.

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
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 08 December 2025 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

OTHER POSTS

<u>POST 43/84</u>	:	<u>ECONOMIST: BUSINESS TAX ANALYSIS REF NO: S111/2025</u> Division: Tax and Financial Sector Policy (TFSP) Purpose: To advise on economic, distributional and sectoral impacts of current and proposed business tax policy options – aiming for an efficient and internationally competitive revenue raising policy.
<u>SALARY</u>	:	R582 444 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Economics or Econometrics or Finance or Tax. A minimum 3 years' experience obtained in an analytical environment. Knowledge and experience of tax / fiscal policy / public economics would be an advantage.
<u>DUTIES</u>	:	Corporate Taxation – rates, tax bases and tax competition: Assist in research on corporate taxation pertaining to rates and tax base in aiming for an efficient and internationally competitive corporate tax regime. Make use of administrative taxpayer microdata to inform policy analysis and recommendations and present thereon. Review of Tax Policy and Legislation: Assist in the reviewing of tax legislation in conjunction with economic policy and recommend changes. Assist in the review of tax reforms relating to other countries for alignment of international trends, mindful of South Africa's priorities and needs. Assist with sector analysis on tax policy for tax incentives. Monitor the tax policy impact on sectors and the economy (growth). Inputs to International Taxation: Assist in the provision of income flow data and analysis for double tax agreements. Conduct research and analysis on international tax matters. Parliamentary, Ministerial and MTBPS and Budget: Assist in preparation of written responses to stakeholders. Assist in the response to tax policy issues emanating from enquiries and suggest appropriate courses of action. Liaise with stakeholders and contribute to MTBPS and Budget preparations. Collate inputs from internal stakeholders into responses and contribute to formulation of responses to enquiries.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 43/85</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: S114/2025 (X2 POSTS)</u> Division: Office of The General-General (ODG) Purpose: To plan and execute performance audit and audit of performance information engagements for NT, IRBA, ASB and GTAC to achieve audit objectives.
<u>SALARY</u>	:	R468 459 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 is required coupled with a minimum bachelor's degree (equivalent to NQF level 7) in Internal Auditing or Accounting, Certification as a Certified Internal Auditor (CIA) will serve as an added advantage. A minimum 3 years' experience obtained within the broader Internal Audit environment. Knowledge and experience of the performance audits field.
<u>DUTIES</u>	:	Audit Process – Audit plan, assurance and advisory services: Assist with planning and reporting, and lead the execution of planned, adhoc and follow up performance audits and audit of performance information engagements. Provide key input into the development and alignment of the 3-year rolling audit plan and detailed annual Performance Audit plan based on the strategic and operational risks. Provide inputs in ensuring that planning for the Performance Audits is done a quarter in advance and resources are correctly allocated based on skills required and availability. Draft audit notification and engagement letters. Conduct preliminary surveys and necessary research on all planned and ad-hoc performance audit engagements. Arrange and attend opening and closing conference meetings with clients. Manage own task allocation, oversee and monitor tasks assigned to Junior Performance Audit Specialists and trainees. Lead the interview sessions in preparation of performance audits, identification of symptoms, completion of audit working papers, informal queries, progress reports, quality draft audit reports that include value adding recommendations audit file on TeamMate. Assist with the development of audit objectives and criteria and audit program. Lead the follow up process and ensure that all the necessary tests and workshops are

		conducted to verify implementation of action plans instituted by management to rectify identified inadequate management measures. Complete the findings register to be reported to Audit Committee. Resource Management: Supervise and develop Junior Performance Audit specialists and trainees.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 43/86</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: S115/2025</u> Division: Corporate Services (CS) Purpose: To implement and follow-up on labour relations matters within the National Treasury.
<u>SALARY</u>	:	R468 459 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Human Resources Management or Employment Relations or Labour Relations. A minimum 3 years' experience obtained in Employment Relations services. Knowledge of the broader public service framework on Labour Relations.
<u>DUTIES</u>	:	Grievances and Complaints: Investigate grievances lodged in alignment with policy and procedures, Apply prescripts in accordance with the lodging of investigations and the resolving of grievances, Assist in the evaluation of investigation reports received and formulate the outcome of an investigation, Engage and refer grievances to the Public Service Commission for further investigation, Provide feedback on outcomes emanating from the Public Service Commission's investigation, Prepare grievances to stakeholders for their inputs. Misconducts: Draft appointment letter for the appointment of IO's and PO's, Scrutinize reports and requests and issue a formal charge to an employee accused of misconduct, Guide stakeholders on application of discipline relating to misconduct, Assist with the involve of law enforcement agencies in high profile cases when required, Process requests for the suspension of employees based on merit of the situation, Assist with the drafting of charges on misconduct and serve charge sheets on an employee, Arrange disciplinary hearings and record proceedings in the meeting for record purposes, Implement policies and maintain procedural and substantive consistency in misconduct cases, Engage the outcome of disciplinary hearing to the affected employee, Engage the outcome of disciplinary hearing to the affected employee, Engage the outcome of disciplinary hearing to the affected employee: General Public Sector Bargaining Council Engagements: Assist with the serving of copies of referral forms of disputes are filed by the applicant, Represent the Department in conciliation hearings at the PSCBC, GPSSBC and CCMA, Prepare documents and brief legal representatives on cases and assist them during the duration of cases, Assist with the implementation of awards issued by the Commissioner. Collective Bargaining: Assist with the facilitation and functioning of the internal collective bargaining structures, Serve as the secretariat to the Task Team and prepare discussion documents for meetings, Assist in the interpretation and application of agreements.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 43/87</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SECTOR AND ECONOMIC RELATED LEGISLATIVE SERVICES REF NO: S116/2025</u> Division: Office of The General-Counsel (OGC) Purpose: To assist in the drafting and scrutiny of financial sector and economic related legislation and supporting its legislative processes; to comment on draft legislation impacting on fiscal and intergovernmental legislation and to advise on the interpretation of fiscal and intergovernmental legislation.
<u>SALARY</u>	:	R468 459 per annum (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 is required coupled with a minimum bachelor's degree in law (equivalent to NQF level 7) LLB (equivalent to NQF level 8) will be an added advantage. A minimum of 3 years' experience obtained in a legal environment. Knowledge of constitutional and administrative law and statutory interpretation. Knowledge of Legal research and Legislative drafting skills.
<u>DUTIES</u>	:	Drafting and Processing of financial sector and economic related primary legislation: Provide guidance on legislative processes and participate in policy processes that may require legislation. Draft Bills. Scrutinise draft Bills prepared by line units or entities of National Treasury. Assist internal units with

legal aspects of socio-economic impact assessments of draft Bills. Prepare documentation for the processing of draft Bills, namely to the Minister, Directors-General Clusters, Cabinet and Parliament, and support the processing of draft Bills. Prepare legal instruments required for the commencement of Acts. Comment on Draft Primary Bills initiated by other Departments/Ministers: Provide inputs on draft Legislation initiated by other national departments submitted to the National Treasury before Directors-General and Cabinet processes. Scrutinise legislation submitted to Cabinet Committees or Cabinet to prepare the Minister of Finance's input on the legislation, by identifying provisions that may impact on the National Treasury or legislation administered by the Minister of Finance, impact the financial interests of the provincial and local spheres of government, and only be introduced by the Minister of Finance or with the Minister's concurrence. Drafting/Editing and Scrutiny of financial sector and economic related subordinate legislation: Draft regulations and other legal instruments to be made by the Minister of Finance with supporting documentation required for the promulgation of the legal instruments. Scrutinise draft regulations and other legal instruments, prepared by line units or entities of National Treasury, to be made by the Minister of Finance with supporting documentation required for the promulgation of the legal instruments. Provide inputs on draft regulations and other legal instruments initiated by other national departments submitted to the National Treasury before promulgation. Review legislation: Audit legislation for technical alignment and adherence to best practice and other primary legislation of the National Treasury. Assess legislative requirements against government policy objectives and initiate reviews of legislation. Interpretation of legislation: Advise internal units on the interpretation of legislation.

ENQUIRIES

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

- : **National Office (Midrand) / Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Western Cape: Cape Town:** Quoting the relevant reference number, direct your application to: The Provincial Head: OCJ Service Centre, Western Cape, For Attention: Mr SD Hlongwan, Address: 30 Queen Victoria Street, Cape Town, 8000 or Private Bag X14, Vlaeberg, 8018.
- Eastern Cape Makhanda/Provincial Service Centre:** 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.
- Gauteng/Labour and Labour Appeals Court: Johannesburg/Pretoria:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- North West/ Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- Free State High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Northern Cape: High Court:** Kimberly: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern cape division of the High Court, Corner Sol Plaatje Drive, Kimberly.
- KwaZulu-Natal/ Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Mpumalanga/ Middelburg:** 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

: 05 December 2025

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the

reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

ERRATUM: Kindly note that the posts of Judges Secretary (X2) advertised in Public Service Vacancy Circular 42 dated 14 November 2025 with Ref No 2025/320/OCJ have been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 43/88</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2025/334/OCJ</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour and Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12, A 3-years National Diploma in Legal Interpreting/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the relevant field and supervisory experience, Proficiency in Afrikaans, Proficiency in all indigenous languages will be an added advantage. A Valid driver's license. Candidates will have to undergo oral and written languages proficiency testing. Skills and Competencies; Excellent Communication skills; Time Management, Computer literacy, Analytic thinking Good interpersonal skills, problem solving, Planning and organizing; Confidentiality, Ability to work under pressure; Art of interpreting. Supervising the Language Section.
<u>DUTIES</u>	:	Render interpreting services in high profile matters. and quasi judiciary proceedings: Interpret in complex cases, interpret in criminal, civil, and Labour Court, interpret in small claims court, interpret in disciplinary hearing, Interpret in Conciliation and Arbitration, interpret in confession, Interpret pre-trial proceedings and consultations. Control, supervise and attend to personnel administrative aspects of interpreters: Provide mentoring and coaching to junior/ senior interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, Control leave of Court interpreters and submit Court hour registers. Translate Legal documents and exhibits, assist with reconstruction of court proceeding records, procure foreign language interpreters and casuals in line with PFMA and the relevant policy, report statistical to be generated and escalated to the cluster manager of consolidation. Develop terminology, coin words, perform specific line and administrative support functions to the Judiciary Harvest if terminology, Database development, provide terms and their respective meanings in the glossary register, Supervise and develop staff. Provide effective people management, provide practical training for staff and develop, implement and

		monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (011) 359 5718
		HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/334/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/89</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/335/OCJ</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Makhandla
<u>REQUIREMENTS</u>	:	Grade 12, A Three-year National Diploma in Public Administration / Administrative Management / Public Management/ Finance or equivalent qualification at (NQF level 6); a minimum of 2 years administration experience; Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Human Resource Management, Knowledge of Financial Management; Departmental Financial Instructions, BAS, LOGIS and Justice Yellow Pages. A valid driver's license and supervisory experience will serve as an advantage. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Co-ordinate and manage the financial and human resources of the court; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Managing Assets and the Administration Section, travel and accommodation arrangements and other related sections to the Court and Supply Chain; e.g. Managing vehicle invoices of both Judges and G-fleet, managing the court building, Security Officers and Cleaning services.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5657
		HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/335/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/90</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF OF STAFF IN THE PRIVATE OFFICE OF THE CHIEF JUSTICE REF NO: 2025/337/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Grade 12. An undergraduate qualification at NQF6 as recognised by SAQA in Office Management/Information Management/Public Administration/Business Administration/Records Management. A minimum of two (2) years' experience functional experience in Office Administration. A valid Driver's license. Knowledge of legislative framework governing the public service. Knowledge of basic Departmental policies and procedures. Batho Pele Principles Shortlisted candidates will be required to pass a typing test. skills and competencies: Time management. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Confidentiality and time management. Ability to Multi task. Computer literacy (MS Word).
<u>DUTIES</u>	:	To provide high-level administrative and secretarial support to the Chief of Staff. Coordinate meetings and handling correspondence. Produce reports and presentations. Maintaining office systems to ensure the smooth and efficient operation of the Chief of Staff's office. Screen and respond to phone calls, emails, and other inquiries. Draft correspondence on behalf of the Chief of Staff. Electronic filing of correspondence of the Chief of Staff. Provide a professional first point of contact. Proactively manage the Chief of Staff's electronic diary, including scheduling meetings, coordinating agendas, taking minutes, and arranging meeting logistics like catering and venues. Screen and handling enquiries from internal and external stakeholders. Maintain and manage an efficient electronic filing system. Prepare and edit documents, briefing papers, reports, and presentations for the Chief of Staff. Ensure that

reports are of high professional quality. Arrange and coordinate travel (including booking flights, accommodation) for the Chief of Staff. Manage any related expenses and reconciliation e.g. cell phone and subsistence and travel expenses.

ENQUIRIES

: Technical enquiries: Mr. J Jacobs Tel No: (011) 359 7400/7

HR enquiries: Ms. K Mokgathe Tel No: (011) 359 7400/ 7574

APPLICATIONS

: applications can be sent via email to: 2025/337/OCJ@judiciary.org.za

NOTE

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

POST 43/91

: **JUDGE'S SECRETARY REF NO: 2025/338/OCJ (X8 POSTS)**
(12 Months Non-Renewable Contract)

SALARY

: R325 101 – R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Division of The High Court: Pretoria

REQUIREMENTS

: Grade 12, LLB, BA/ BCOM Law degree or a four (4) year legal qualification or equivalent as recognized by SAQA, a minimum of two years secretarial experience and valid driver's license. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Good communication skills (verbal and written) Administration

		and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. The Department reserves the right not to make any appointments.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms M Campbell Tel No: (012) 492 6799 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/338/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/92</u>	:	<u>POOL JUDGE'S SECRETARY REF NO: 2025/339/OCJ</u> (12 Months Non-Renewable Contract)
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12, LLB, BA/ BCOM Law degree/a four (4) year legal qualification or equivalent as recognized by SAQA, a minimum of two years secretarial experience and valid driver's license. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library

		are attended to. Good communication skills (verbal and written) Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. The Department reserves the right not to make any appointments.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
		HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/339/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/93</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/340/OCJ</u> (48 Months Non-Renewable Contract)
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour And Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12, LLB, BA/ BCOM Law degree or a four (4) year legal qualification or equivalent as recognized by SAQA, a minimum of two years secretarial experience and valid driver's license. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (010) 494 8538
		HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/340/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/94</u>	:	<u>ACCOUNTING CLERK REF NO: 2025/342/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Provincial Service Centre: Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. No experience required. Skills and Competencies: Computer literacy, Knowledge of Public Finance management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Departmental Policies and procedures. Good communication skills (written and verbal), Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

<u>DUTIES</u>	:	Capture financial transactions on BAS, Maintain electronic invoice tracking register, Facilitate supplier registration on BAS, Compile journals, Capture HR related transactions, Capture S&T claim and other allowance, File all Finance and HR related documents, Review all finance and HR related documents for completeness, correctness, exitance and compliance, Ensure that all documents are filled in a lockable and safe place, Distribute payroll, Facilitate logistical arrangements, Communicate with vendors, customers and colleagues.
<u>ENQUIRIES</u>	:	Technical Related: Mr Z Mahanjana Tel No: (043) 726 5217 HR Related Enquiries Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/342/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/95</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/344/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, the following will be an added advantage: An LLB/ B Com Law/ BA: Law/ Paralegal qualification; and/or Experience in general legal administration; and/or a minimum of one (1) year administration experience preferably in a court environment; and/or a valid driver's license. Skills and Competencies: Good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service and knowledge of document management and filing.
<u>DUTIES</u>	:	Assist with the management and control of Court Records, Filing and issuing of civil processes and criminal matter, Processing of reviews and appeals, Compilation of statistics, Attend and oversee to general public enquiries/ correspondence; Court online related duties, perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and Chief Registrar.
<u>ENQUIRIES</u>	:	Technical Enquiries: Technical Enquiries: N Chwetisho Tel No: (021) 480 2637 HR Related Enquiries: Technical - SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	applications can be via email to: 2025/344/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/96</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/345/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour & Labour Appeals Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, the following will be an added advantage: An LLB/ B Com Law/ BA: Law/ Paralegal qualification; and/or Experience in general legal administration; and/or a minimum of one (1) year administration experience preferably in a court environment; and/or a valid driver's license. Skills and Competencies: Good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service and knowledge of document management and filing.
<u>DUTIES</u>	:	Assist with the management and control of Court Records, Filing and issuing of civil processes and criminal matter, Processing of reviews and appeals, Compilation of statistics, Attend and oversee to general public enquiries/ correspondence; Court online related duties, perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and Chief Registrar.
<u>ENQUIRIES</u>	:	Technical Enquiries: N Chwetisho Tel No: (021)480 2637 HR Related Enquiries: SD Hlongwane Tel No: (021)-469 4032
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/345/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

<u>POST 43/97</u>	:	<u>DATA CAPTURER REF NO: 2025/2599/OCJ</u> 12 Months Non-Renewable Contract
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04). plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience required. Working experience in the HR environment will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data. Skills and Competencies: Batho Pele principles, Knowledge of working procedures in terms of the working environment. Effective communications skills (written and verbal), Good interpersonal skills, Computer Literacy Skills, Customer Services, Planning and organizing skills, Problem solving skills, Analytical skills, Numeric skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Render data capturing service, contribute to organizational efficiency, provide general administration functions, Verification and quality control of data, attend to data related queries.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr A Khadambi Tel No: (010) 493 2527 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/2599/OCJ@judiciary.org.za
<u>NOTE</u>	:	Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 43/98</u>	:	<u>TYPIST REF NO: 2025/346/OCJ</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Middleburg High Court
<u>REQUIREMENTS</u>	:	Grade 12. No experience required. Minimum typing speed of 35wpm. A valid Driver's license will serve as an advantage. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette.
<u>DUTIES</u>	:	Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Provide Advocates enrolment orders to the Department of Justice and Constitutional Development. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii)
<u>ENQUIRIES</u>	:	Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/346/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/99</u>	:	<u>HANDYMAN REF NO: 2025/347/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour & Labour Appeals Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. A valid driver's licence. 3 Years' experience in handyman or general worker environment in areas including but not limited to plumbing, electrical, repair and maintenance work. Grade 12 and/or a trade test certificate in plumbing, electrical, bricklaying,

		carpentry or mechanical will be an added advantage. Skills & Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Basic Computer literate. Communication skills. To work as part of a team. Reliability. Hard working. Problem solving skills. Innovation. Ability to work independently. Must be semi-skilled in trades of plumbing, electrical, bricklaying and carpentry or mechanical. Must be willing to do all other general worker duties when required to do so and be keen to learn. Must be physical healthy. Experienced driving capabilities.
<u>DUTIES</u>	:	Perform minor general building maintenance and repairs. Attend to minor plumbing, electrical, bricklaying, mechanical, carpentry and general handyman duties. Conduct routine inspections of the building on a daily, weekly and monthly basis to identify faults, breakages and general maintenance needs. Report unauthorised movement of equipment. Attending to general work as required, including driving Judges' vehicles for repairs, servicing, car washes, drop off and pickups from and to the airport and purchasing of goods for the office.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr RAF Wesso at (087) 106 1775 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/347/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/100</u>	:	<u>SECURITY OFFICER REF NO: 2025/348/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	ABET. Level 2/ Grade 10, A relevant experience required. A valid driver's license. Basic Security Officer's course registered with PSIRA: Knowledge and Skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of the access control procedures. Knowledge of measure 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 on the relevant emergency procedures. Batho Pele Principles. Interpersonal Skills, Client service skills, listening skills, Problem solving skills, Good Communication skills, Computer skills, Time management skills, Analytical skills.
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments/or the service that visitor requires. Contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point. Utilise walk-through metal detector for the effectiveness of access control. Report all the identified security breaches and non-compliance to the Supervisor. Ensure that unauthorised persons and dangerous object do not enter the building/premises. Ensure that the admission control register is completed and issue admission control documents/ cards as required. Ensure that equipment, document and store do not leave or enter the building or premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Ensure that the registers control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores as assets of the department leave the building /premises unauthorised. Operate control room security equipment's. Report all incidents monitored, report to the supervisor. Report all identified non-compliance to security policy and procedures to improve office security. Ensure that security system is in good working condition. Monitor all access points for effective access control. Monitor all movements, events, and activities within the department's premises using CCTV equipment's. Ensure safety in the building and premises. Undertake building/ and the primes patrols to identify and check. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management. Monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers. Update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded. Ensure that recorded information is correct.

ENQUIRIES

: Technical Enquiries: Mr F Wilkinson Tel No: (053) 492 3553

HR Related Enquiries: Ms RP Netshivhale Tel No: (053) 492 3535

APPLICATIONS

: applications can be sent via email to: 2025/348/OCJ@judiciary.org.za

NOTE

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

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



<u>APPLICATIONS</u>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number).
<u>CLOSING DATE</u>	:	05 December 2025 @ 16:30
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. 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/. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

OTHER POSTS

<u>POST 43/101</u>	:	<u>SPECIALIST: PLANNING ALIGNMENT REF NO: 17/2025 (X2 POSTS)</u> Chief Directorate: Planning Alignment
<u>SALARY</u>	:	R1 059 105 – R1 247 574 per annum (Level 12), all-inclusive salary package. The 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 the relevant framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/ Advanced Diploma (NQF Level 7) in Social Science/ Economics/ Public Administration/ Public Management with at least 5 years' experience in Strategic Planning/ M&E of which 3 years should be at Junior Managerial level (ASD). A relevant NQF level 8 qualification or higher will be an added advantage. Competencies and Skills: Should have good interpersonal relations and communication skills. Planning, execution, leadership and management skills. Should be able to control financial resources and supervise staff. Knowledge requirements: Should have knowledge of Strategic Planning processes; Monitoring & Evaluation Framework; Basic Research Methodologies and Government Budgeting Frameworks. Personal attributes: Should be able to produce good quality of work; be reliable and take initiatives. Should be flexible and have the ability to work with the team. The ability to delegate and empower subordinates. Should be assertive and self-driven, innovative and creative, client oriented and customer focused, solution oriented and be able to work under stressful situations. Should be able to maintain high levels of confidentiality.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing support with the oversight and direction of Strategic Planning, Annual Performance Planning, reporting and planning for implementation programmes in government. This entails assessing draft provincial Strategic Plans and Annual Performance Plans of departments, liaise and report accordingly. Developing, reviewing and implementing Government Planning and Reporting Frameworks and Guidelines. Coordinating and providing support to provincial quarterly performance reporting processes. Coordinating stakeholder engagements on strategic and annual performance planning processes and reporting thereof. Providing support in management of the directorate.
<u>ENQUIRIES</u>	:	Mr M Lehong Tel No: (012) 312-0540
<u>APPLICATIONS</u>	:	can also be emailed to Recruitment17@dpme.gov.za
<u>POST 43/102</u>	:	<u>SUPPLY CHAIN CLERK (DEMAND AND ACQUISITION) REF NO: 8/2025 (X2 POSTS)</u> Unit: Demand and Acquisition Management
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent with no work experience. A National Diploma (NQF 6) or higher in Supply Chain Management with experience in Demand and Acquisition will be an added advantage. Competencies and skills: Must have analytical skills, communication skills, interpersonal skills and computer literacy skills. Knowledge requirements: Basic knowledge of Supply Chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Personal Attributes: The ability to accept responsibility for own areas of work. Ability to work independently.
<u>DUTIES</u>	:	The successful candidate will be responsible to efficiently and effectively implementing demand and acquisition administration in line with relevant legislations. This entails to provide requisition administration. Sourcing of quotations from the relevant database. Conduct proper record keeping, reporting and updating of Demand and Acquisition registers. Communicate with stakeholders and conduct follow ups on procurement.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (012) 312-0471
<u>APPLICATIONS</u>	:	can also be emailed to Recruitment18@dpme.gov.za

INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR THE FINANCIAL YEAR 2026-2028

The Department of Planning, Monitoring and Evaluation is offering opportunities to unemployed South African graduates and students from Higher Education institutions who have completed their degrees or diplomas or would like on-the-job, practical training to complete their qualifications. Applicants should indicate the field of study that they have completed and the correct reference number and note that the duration of the internship and in-service training for students from Universities, the Universities of Technology and the TVET Colleges will be 24 months.

<u>APPLICATIONS</u>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0028 (please quote the relevant post and reference number).
<u>CLOSING DATE</u>	:	05 December 2025 @ 16:30
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za . Applicants must be South African citizens, should not have a criminal record and should not have served/placed in the Public Service before in the developmental programmes (In-service Training, Learnership, etc). National Certificate learners should, on appointment, submit logbooks from their colleges.

OTHER POSTS

<u>POST 43/103</u>	:	<u>INTERNSHIP PROGRAMME CORPORATE SERVICES BRANCH REF NO: DPME/2025/01 (X1 POST)</u> Directorate: Legal Services Duration 24 months
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree/ BA Laws as recognised by SAQA.

<u>ENQUIRIES</u>	:	Tel No: Ms Sharon Maloma Tel No: (012) 312 0457 and Mr Mongezi Davashe Tel No: (012) 312 0464
<u>APPLICATIONS</u>	:	can also be emailed to Recruitmentintern01@dpme.gov.za
<u>POST 43/104</u>	:	<u>INTERNSHIP PROGRAMME NATIONAL PLANNING COORDINATION SECRETARIAT BRANCH REF NO: DPME/2025/02 (X1 POST)</u> Chief Directorate: Social Duration 24 months
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Social Science/ Education/ Health Sciences as recognised by SAQA
<u>ENQUIRIES</u>	:	Tel No: Ms Sharon Maloma Tel No: (012) 312 0457 and Mr Mongezi Davashe Tel No: (012) 312 0464
<u>APPLICATIONS</u>	:	can also be emailed to Recruitmentintern02@dpme.gov.za
<u>POST 43/105</u>	:	<u>INTERNSHIP PROGRAMME STATE OWNED ENTERPRISE BRANCH REF NO: DPME/2025/04 (X1 POST)</u> DDG: State Owned Enterprises Reform Duration 24 months
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Economics/ Finance/ Accounting as recognised by SAQA.
<u>ENQUIRIES</u>	:	Tel No: Ms Sharon Maloma Tel No: (012) 312 0457 and Mr Mongezi Davashe Tel No: (012) 312 0464
<u>APPLICATIONS</u>	:	can also be emailed to Recruitmentintern04@dpme.gov.za
<u>POST 43/106</u>	:	<u>IN-SERVICE TRAINING/ INTERNSHIP PROGRAMME SECTOR & MONITORING SERVICES BRANCH REF NO: DPME/2025/03 (X1 POST)</u> DDG: Sector Monitoring Duration 24 months
<u>STIPEND</u>	:	R6 659.25 per month/ R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	N6 Certificate in Office Management (In-service Training)/ Degree in Business Administration (Internship Programme) as recognised by SAQA
<u>ENQUIRIES</u>	:	Tel No: Ms Sharon Maloma Tel No: (012) 312 0457 and Mr Mongezi Davashe Tel No: (012) 312 0464
<u>APPLICATIONS</u>	:	can also be emailed to Recruitmentintern03@dpme.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

: 12 December 2025 time at 16H00

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

OTHER POSTS

<u>POST 43/107</u>	:	<u>DEPUTY DIRECTOR: CONSTRUCTION SECTOR ANALYST REF NO: 2025/144</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Real Estate/Property Management or Commercial/Policy development, built environment or in the relevant field. Working experience in formulating policies and strategies in the construction industry and experience in implementing policies, strategies as well as projects in the public sector at a Junior Management/Assistant Director level equivalence. Postgraduate qualification will be an advantage. Strong research and report writing skills. Good understanding of how the regulatory environment operates in the built environment broadly and the construction sector specifically. Proof of policy development capacity, requisite skills and experience in policy formulation in the construction industry. Skills: Research, Policy formulation and analysis. Strategic planning. Programme and project management. Problem identification and solving. Analytical thinking. Report writing. Presentation skills. Knowledge of Word, Excel, PowerPoint and Outlook. Budgeting and Financial Management. Stakeholder liaison and management. Interpersonal skills. Knowledge: Broad understanding of the construction industry in South Africa. Sustainable infrastructure development. Knowledge and implementation experience in policy and strategy development, project planning and execution; capacity building; skills and enterprise development. Understanding of government priorities. Broad knowledge of government strategies, policy and legislation. Knowledge of policies and legislation underpinning the mandate of the Department of Public Works and Infrastructure. Departmental Policies and Procedures. Planning and organizing.
<u>DUTIES</u>	:	Manage the development and review of policy frameworks, strategies, and legislation in the Sub-Directorate: Construction Sector Regulation. Undertake research on the latest developments in professional guidelines, legislation and standards. Undertake research on relevant construction industry related topics approved by the Department. Lead the development and execution of comprehensive construction industry analysis strategies. Ensure that all construction industry analysis policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objectives. Monitor policy implementation and ensure compliance with applicable policies and Directives. Manage the analysis of the construction sector policies. Manage the consultation process with relevant stakeholders, analyse and collate relevant information in the construction industry. Manage the integration process with other departments and DPWI entities. Ensure implementation of construction policies, facilitate policy integration with the Construction Industry Development Board (CIDB), the Independent Development Trust (IDT), and other entities. Ensure the management, regulation and transformation of the professions within the construction industry working in collaboration with the Construction Sector Charter Council, monitoring the compliance with approved policies and construction regulations. Manage the Sub-Directorate, develop and manage the operational plan of the Sub-Directorate and report on progress as required, provide all required administrative reports, manage the budget allocated to the Sub-Directorate. Provide support for the overall success of the Sub-Directorate and Policy Unit of the Department.
<u>ENQUIRIES</u>	:	Mr W Peters, Cell: (082) 749 8866
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-73@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau

<u>POST 43/108</u>	:	<u>DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT (PROFESSIONAL SERVICES BRANCH) REF NO: 2025/145</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three year-tertiary qualification (NQF Level 06) in Public Management / Human Resources Management / Social Sciences / Education / Training and Development. Appropriate experience in Human Resources, talent development and management at a Junior Management/Assistant Director level equivalence. Must have a valid unendorsed driver's license and be willing to travel extensively. Must have experience in drafting of policies, strategies, standards and norms; and project managing of Sectoral Education Training Authority / National Skills Fund Projects / Programme Administration Knowledge: Skills Development Act, National Skills Development Plan, National HRD Strategy of South Africa, Occupation Specific Dispensation, Built and Infrastructure Sector related legislation. Registration as a Skills Development Facilitator, and or Assessor will be an added advantage Skills: Good verbal and Written Communication skills, Organizing, Planning and Time Management Skills Knowledge of Filing System Management and Financial Management Policy analysis and development, Planning and organizing, People management, Project coordination, Problem Solving, Facilitation and presentation, Stakeholder and client liaison, Monitoring and Report writing. Advanced computer literacy, MS Word and Excel Excellent interpersonal skills. Ability to work under pressure and deadline driven. Willingness to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Develop, review and monitor implementation of HCI or Capacity Building programme guidelines, processes, norms & standards and strategies through conducting research on talent acquisition programmes; Drafting, reviewing and ensuring approval of HCI or Capacity Building programme guidelines, norms & standards and strategies, Developing and implementing HCI or Capacity Building programmes support tools; Providing advice and guidance in various fora in relation to the HCI or Capacity Building programmes; Developing, implementing and maintaining related policies, procedures and guidelines. Coordinate the implementation of HCI or Capacity Building Programmes by maintaining strategic and operational agreements between Human Resources, Client Units, and Regions Ensuring alignment of programmes to Workplace Skills Plan, Succession planning, and Human Capital needs of the Department, Coordinating stakeholder meetings, Compile monthly, quarterly and progress reports on HCI or Capacity Building programmes Manage the Database pertaining to Human Capital Investment programmes beneficiaries- Manage and administer programmes beneficiaries contracts, Facilitate induction and Orientation of Interns, Develop and Manage employment contracts for capacity building beneficiaries and Mentors Coordinate training and development interventions of trainees and Mentors Facilitate exits of Young Professionals and Artisans Trainees, Provide updated beneficiaries information and statistical reports to internal and external stakeholders Conduct monitoring and evaluation of all HCI or Capacity Building programmes Source and provide funding for the implementation of HCI or Capacity Building programmes; Coordinate for preparations and submission of Professional Council requirements for beneficiaries' professional registration and manage the talent pipeline through partnerships with Voluntary Associations, BEPCs, other Departments, and Higher Education Institutions.
<u>ENQUIRIES</u>	:	Mr. D Baikgaki Tel No: (012) 406 1343 / 082 957 4517
<u>APPLICATIONS</u>	:	Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-74@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/109</u>	:	<u>DEPUTY DIRECTOR: SECURITY COMPLIANCE AND RISK MANAGEMENT REF NO: 2025/146</u>
<u>SALARY</u>	:	R896 436 per annum (all-inclusive remuneration package, to be structured according to MMS guidelines)
<u>CENTRE</u>	:	Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in security management/ Social science. A minimum of three-year tertiary qualification (NQF Level 06) in Security Management/Social Science Relevant experience at a Junior Management/Assistant Director level equivalence in information security, vetting and Screening. SSA Security Managers Course, valid driver's licence. Knowledge: Relevant security legislation and the Minimum Information Security Standards (MISS), Classification of sensitive information, Conduction of Threats and Risk assessment (TRA), conduction of security plan during departmental events, good communication and supervisory skills. Effective report writing. Computer literacy.
<u>DUTIES</u>	:	To develop, implement and monitor the information security, conduct threats and risk assessment (TRA), develop TRA reports ,develop and implement security risk management programmes, identification of sensitive information, classification of sensitive information, develop and implement information security procedure, conduct information security awareness, develop, implement and manage the security risk register, develop and implement close protection strategy of Top Management, develop and implement security plan during Ministerial and departmental events, liaise with relevant law-enforcement departments.
<u>ENQUIRIES</u>	:	Mr T Marageni Tel No: (012) 406 1632
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-75@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/110</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LEGISLATIVE DRAFTING AND CONTRACT REF NO: 2025/147 (X2 POSTS)</u>
<u>SALARY</u>	:	R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An LLB Degree or equivalent qualification. At least 8 years appropriate post qualification legislative and contract drafting/legal/litigation experience; A valid driver's license. (Admission as attorney or Advocate of the high court and supervisory/management experience will be an added advantage). Knowledge: Legislative Processes and Parliamentary Rules; the South African Legal System; Legal Practices and related spheres with specific reference in civil litigation, the law of contract; property and construction law; procurement law, criminal procedure, practices and court rules; Knowledge of Interpretation of Legislation; Knowledge of the legislative and constitutional mandate of the Department of Public Works & Infrastructure. Knowledge and interpretation of the following legislations: the Constitution, Government Immovable Asset Management Act, State Land Disposal Act, Interpretation Act, Institution of Legal Proceedings Against Certain Organs of State Act; Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Law of contracts; Employment Equity Act and related policies; Public Service Act; of Promotion of Access to Information Act; Magistrates Court Act; Supreme Court Act; Promotion of Administrative Justice Act; and other applicable legislations, and international law. Skills And Competencies: Legislative writing and drafting skills; skills; legal research and application of the law; legal drafting; ability to provide professional in-house legal assistance and advice, litigation management skills, applied strategic thinking; applied technology; budgeting and financial management; negotiation skills, presentation skills, management skills, communication and information management; computer literacy; continuous improvement; citizen focus and responsiveness; diversity management; impact and influence; managing interpersonal conflict; planning and organizing; problem solving and decision making; teamwork; excellent communication skills; report writing skills; organizing and planning; analytical thinking; time management; motivational skills.
<u>DUTIES</u>	:	Provide sound legal advice/opinions on legislation drafting applicable to the Department. Draft and review legislation and subordinate legislation of the Department. Maintain and monitor the Department legislative programme. Keep record of all matters relating to the Department legislative programme. Draft, amend and review contracts. Obtain and collate inputs from stakeholders regarding the Department legislative programme. Efficiently carry out

legislative drafting functions and manage processes thereof. Draft all legislative drafting related documents, such as Cabinet Memo's and documents required by Parliament. Provide legislative drafting support to Policy Branch, other sub-directorates and Director Legislative Drafting & Litigation as and when required. Attend consultations, meetings, legislative sittings and legislative forums in respect of legislative drafting matters. Provide legal advice and inputs, litigation support through maintenance of liaison with State Attorney, on legislative drafting issues. Maintain liaison and interface between the Department and Office of the Chief State Law Advisor on legislative drafting matters and certification of draft bills. Manage the Government Gazette publications of the Department. Manage and direct the subordinates in the Sub-Directorate: Legislative Drafting and Litigation. Manage human, finance, and other resources. Candidate must be willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

<u>ENQUIRIES</u>	:	Mr. M Rakau, Tel: (012) 406 1512
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-76@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/111</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LITIGATION REF NO: 2025/148</u>
<u>SALARY</u>	:	R586 956 per annum, (Salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	The successful candidate will be required to sign a performance agreement.
<u>REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or four-year degree (LLB) with at least 8 years' experience as an in-house legal advisor or legal/contract administrator. Willingness to travel on an ad hoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's licence. Admission as attorney or Advocate of the high court and supervisory/management experience will be an added advantage. Knowledge: Specialized knowledge of law of contracts, general administration of contracts and litigation within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation, Mediation and Arbitration skills.
<u>DUTIES</u>	:	Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required), Ensure the extent and effectiveness of managed litigation and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with

		related standards, Ensure the extent and effectiveness of legal assistance provided. Manage general litigation of the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Roopram Tel No: (012) 406 1028
	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-77@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/112</u>	:	<u>CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2025/149</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Pretoria Regional Office
	:	A minimum of three-year tertiary qualification in Electrical (T/N/S Streams) or equivalent, or (A N3 and a passed trade test in the Building Environment), or (Registration as Engineering Technician and more than 6 years appropriate experience). Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural, security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Kgagara Tel No: (021) 402 2017
	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria or RecruitPTA25-13@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Tlhapane/ Ms. MC. Lekganyane
<u>POST 43/113</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY POLICY AND LEGISLATIVE ANALYSIS (LAND AFFAIRS BOARD - LAB) REF NO: 2025/150</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Head Office (Pretoria)
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Real Estate/ Property Management/ Commercial/ Policy Development, Law, Built Environment or in the relevant field. Relevant years of experience in the policy and/or administrative environment. Working experience in the valuation and any related attributes shall be advantageous. Research and report writing skills. Fair attributes in formulating policies and strategies in the property industry. Experience in implementing policies and administrative support to any statutory board. Good understanding of how the regulatory environment operates in the built environment broadly and the property policy and legislative environment specifically. Skills: Research, Policy formulation and analysis. planning and record management. Programme and administrative skills. Problem identification and solving. Analytical thinking. Report writing. Presentation skills. Knowledge of Word, Excel, PowerPoint and Outlook. Budgeting and Financial Management. Stakeholder liaison and management. Interpersonal skills. Be able interface with the Board Members both at administrative and analytical level. Knowledge: Knowledge of interfacing with statutory Boards. Knowledge of working under Pressure, Administrative understanding of the property industry in South Africa. project planning and execution; capacity building; skills and enterprise development. Understanding of government priorities. Broad Knowledge of Planning, Record Management and organizing.
<u>DUTIES</u>	:	Administrative support to the Land Affairs Board (LAB). Interface with the Board Members on finalization of the Board decisions and as well as the Boards Minutes. Administrative support for the development and review of property

		policy frameworks, strategies, and legislation in the Sub-Directorate. Assist in the development of the Socio-economic impact assessment system (SEIAS) for the Property Policy and Legislative Analysis Directorate. Participate in the Public Participation Process in the Stakeholders Consultation Mechanism.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Peters, Cell: (082) 749 8866
	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-78@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/114</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND RECRUITMENT REF NO: 2025/151</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Durban Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management/ Public Management / Public Administration with extensive knowledge in the fields of Recruitment & HR Administration as well as a minimum year's supervisory experience. Valid driver's Licence. Knowledge of PERSAL, Public service Act, Public Service Regulation, Public Finance Management Act, Treasury Regulations and other relevant Prescript applicable in the Public Service. Skills: Analytical thinking, language, proficiency Writing skills, Numeracy, Research skills, Organising and Planning, Computer literacy, Advanced interpersonal skills, Diplomacy and decision making skills, Ability to work effectively and efficiently under pressure, Ability to meet tight deadlines, Ability to Communicate at all levels, Ability to work independently and as part of the team, Management of Resources.
<u>DUTIES</u>	:	Effective and efficient maintenance and Implementation of Human Resource Administration and Recruitment strategies and policies. Provision of Human Resources administration services in the region, Provision of advice-verify, approve and Disapprove transactions on PERSAL: attend to queries and clarify matters pertaining to Human Resource Administration: provide guidelines and advice on Human Resource policies, procedures and processes: conduct Information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all Service benefits in terms of all types of leave, state guarantees, Housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and services Terminations-including payment of pension. The provision of Effective human resource recruitment –ensure an objective and fair recruitment selection and appointment process: Facilitate the internal and external transfer of staff: Manage the structure of the Region. Implement JE results. Compile EE reports per component to management of the Region the effective and efficient management of the Human Resource Registry-ensure a safe environment for files and other documents: put convenient registry system in place for Easy reference; ensure the documents are well filed. The Effective and effective management and development of Staff, conduct employee orientation, conduct knowledge. Management and assist employee in career development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NS Nxumalo Tel No: (031) 314 7023
	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-09@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 43/115</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2025/152</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Durban Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6) in Human Resources Management and Labour Law, with extensive knowledge in the fields of Employee Relations. Collective Bargaining & Dispute Resolution as well as appropriate related experience on a supervisory level. Valid driver's Licence. Willingness to travel. Communication and Report writing abilities. Knowledge of the Labour Relations Act, Standard practices, processes and procedures related to labour relations. Knowledge of Collective Bargaining structures and processes. Knowledge of structure and functioning of the

		Department. Knowledge of the employment equity plan of the Department, Public service Act, Public Service Regulation, Public Finance Management Act, Collective agreements, codes of remuneration and other relevant Prescript applicable in the Public Service. Skills: Analytical thinking, language, proficiency Writing skills, Numeracy skills, Research skills, Organising and Planning, Computer literacy, Advanced interpersonal skills, Diplomacy and decision making skills, Ability to work effectively and efficiently under pressure, Problem solving skills, Negotiation skills, Presentation skills, Conflict management skills, Ability to meet tight deadlines, Ability to Communicate at all levels, Ability to work independently and as part of the team, Management of Resources, General administration and Organisational skills.
<u>DUTIES</u>	:	Implement and maintain labour relations policies. Provide advice regarding labour issues in the workplace. Support formal processes with organised labour. Assess and make recommendations regarding the effectiveness and status of operational labour relations. Compile reports. Administer and provide support in disciplinary matters, Assess and recommend whether conduct warrants formal investigation. Receive complaints and liaise with relevant stakeholders. Act as a designated officer to resolve grievances. Act as a departmental representative in conciliations, mediations and arbitrations. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums. Liaise with organised labour on matters of mutual interest. Represent the Department in various bargaining structures as appoint by the Regional Manager. Advise management and staff on issues related to labour relations. Liaise and interact with related internal and external stakeholders. Ensuring compliance of HR policies and practices with labour relations issues. Promote sound labour relations, equity and diversity. Supervision and development of staff in the labour relations sub-unit.
<u>ENQUIRIES</u>	:	Mrs NS Nxumalo Tel No: (031) 314 7023
<u>APPLICATIONS</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-10@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 43/116</u>	:	<u>ASSISTANT DIRECTOR: HIV/AIDS ADVOCACY & SUPPORT REF NO: 2025/153</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum Degree in Social Work/Psychology or equivalent qualification. Valid registration with HPCSA or SACSSP. Relevant years working experience in the field. Valid driver's license. Knowledge of Public Service Act and Regulations; Programme and Project Management; Financial Management; Relevant HIV and AIDS related legislations, policies and regulations; National Strategic Plan on HIV/AIDS, TB & STIs; Integrated Employee Health & Wellness Strategic Framework; Basic Conditions of Employment Act. Skills: Report writing, Communication; Facilitation; Interpersonal; Counselling; Presentation; Confidentiality and code of ethics.
<u>DUTIES</u>	:	Implement Employee Health and Wellness strategy with special emphasis on HIV/AIDS and related diseases. Develop legislative frameworks to address HIV/AIDS and related diseases. Interpret legislation and directives in ensuring compliance to policies and other legislative mandates. Facilitate the mainstreaming of HIV/AIDS and other related conditions into departmental programmes. Ensure compliance with national policies and other relevant legislations. Conduct ongoing research on HIV/AIDS affairs and benchmark best practices. Establish and maintain external partnerships. Implement the National Strategic Plan on HIV/AIDS in partnership with stakeholders. Provide counselling, preventative and care support. Coordinate periodic HCT sessions, TB and general health screenings. Develop and implement capacity building programmes and advocacy on HIV/AIDS and related diseases. Develop an annual action plan for HIV/AIDS events/activities/awareness campaigns to be hosted. Establish the processes aimed at reducing stigma and discrimination. Monitor and evaluate the effectiveness of the interventions of HIV/AIDS program. Compile reports on progress and challenges experienced with the implementation of the programmes.
<u>ENQUIRIES</u>	:	Ms. A Ntsie Tel No: (012) 406 1747

<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-79@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/117</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Durban Ref No: 2025/154A
	:	Mthatha Ref No: 2025/154B
	:	Nelspruit Ref No: 2025/154C
	:	Bloemfontein Ref No: 2025/154D
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Public Management, Human Resource Management, Social or Management Sciences. Appropriate working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development/ Training and Development Programmes at a supervisory level; and possess a valid unendorsed driver's license. Knowledge and understanding of National Development Plan, Youth Accord, Public Finance Management Act, Skills Development Act. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word, MS Excel, MS PowerPoint. Good verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration and must be willing to travel extensively.
<u>DUTIES</u>	:	Provide input in the development of the Human Capital Investment Programmes guidelines, processes, norms & standards and strategies. Provide technical and administrative support in the implementation of Human Capital Investment Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Human Capital Investment. Stakeholder Relations Management. Administer the database pertaining to Human Capital Investment programmes beneficiaries. Render administrative services to programmes' finances. Assist in the Development of financial processes and systems for Human Capital Investment Programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Human Capital Investment programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Compile HCI Programmes Impact Report, Distributes reports to sponsors. Recommend further improvement of the logical framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. D Baikgaki Tel No: (012) 406 1343 / 082 957 4517
	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha or email to: RecruitMTH25-05@dpw.gov.za For Attention: Ms N Mzalisi
	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-11@dpw.gov.za For Attention: Ms NS Nxumalo
	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9300 or email to: RecruitBloem25-06@dpw.gov.za For Attention: Mr D Manus
	:	Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit or email to: RecruitNEL25-05@dpw.gov.za For Attention: Mr E Nguyuza

<u>POST 43/118</u>	:	<u>ASSISTANT DIRECTOR: SECURITY BREACHES INVESTIGATION REF NO: 2025/155</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in security management/ Policing. Proven experience in crime detection and investigation. Valid driver's licence. Knowledge: Relevant legislation related to public security. Including the Minimum Information Security Standards Act (MISS). Disciplinary procedure and what constitute unprofessional conduct. National Information Security Policy. Risk and Threats management. Safety and Security Management and Administration, including (security Audit, physical security measures, contingency, planning, occupational health and safety, personnel security, document security, surveillance, information technology security fire regulation and fire protection and communication security). Security Environment (national State Security Agency, South African Police Service and the National Prosecuting Authority (NPA). Security Breaches and investigation.
<u>DUTIES</u>	:	Maintain security breaches and security risk management tools and Strategies. Conduct investigation of all security breaches within the department. Maintain interaction with security-related and relevant authorities i.e. SAPS, and SSA. Implement security risk management programmes within the department. Conduct an all-encompassing security breach awareness programme within the department. Supervise employees to ensure an effective service delivery.
<u>ENQUIRIES</u>	:	Mr T Marageni Tel No: (012) 406 1632
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment25-80@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/119</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2025/156</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Human Resources Management, Human Resources Development, Public Management or an equivalent qualification in Behavioural or Social Science. Extensive Human Resource Development and Training experience. A valid driver's license. Thorough knowledge and understanding of SDA, OHS Act, BCEA, PFMA, LRA, PSA, etc. Conflict and mediation management skills, Good communication, presentation and facilitation skills, Computer literacy.
<u>DUTIES</u>	:	Advise and consult with Line Managers on Training and Development, Bursary as well as Performance Management and Development matters. Pro-actively manage departmental training interventions. Maintain an updated bursary, performance management as well as training and development databases. Facilitate the implementation of the Performance Management Development System in the region. Implement and maintain all HR development programmes, policies and interventions for the region. Draft accurate annual, monthly and quarterly reports on training and development to Head Office and related stakeholders. Drafting and timeous submission of the Regional Workplace Skills Plan (WSP). Lead sub-projects on organizational development interventions in the Region. Provide reports to Management and Head Office on bursary administration, training and development And Performance Management Development System compliance. Establish a functional Training and Development Committee in the Region. Represent the Regional Office at the National Training Committee (NTC). Manage the training and development budget of the region. Perform supervisory functions. Ensure compliance with relevant legislations and acts to avoid qualified audits. Identify potential operational risks and facilitate the mitigation thereof.
<u>ENQUIRIES</u>	:	Ms PT Buwa Tel No: (041) 408 2344
<u>APPLICATIONS</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to RecruitPE25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms PT Buswa

<u>POST 43/120</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS: COLLECTIVE BARGAINING REF NO: 2025/157</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Human Resources Management/ Labour Relations or in the related field. Working experience at supervisory level in Labour Relations or in the relevant field. Drivers' license. Knowledge of standards, practices, processes and procedures related to labour relations, Collective bargaining structures and processes, Structure and functioning of the Department, Employment Equity Plan of the Department, Diversity management, Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, PSCBC Resolutions, GPSSBC Resolutions, CCMA Rules, GPSSBC Rules, PERSAL. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to undertake basic research/gather information, Computer literacy, Analytical thinking, Problem solving skills, Motivational skills, Conflict management, Presentation skills, Negotiation skills, Communication and report writing abilities, Cross examination skills. Personal Attributes: Innovative, Creative, Resourceful, Objectivity, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently.
<u>DUTIES</u>	:	Coordinate grievances, disputes and misconduct processes. Assess and recommend whether the grievance or conduct warrants a formal investigation, act as presiding officer and initiator during disciplinary enquiries, attend to grievance cases and ensure that they are dealt with within stated timeframes, monitor implementation and adherence to prescripts governing grievances and misconduct processes, provide effective advice towards the resolution of grievance cases, ensure prompt referral of grievances to the management and PSC when necessary, coordinate and facilitate appointment of external service providers in complex misconduct cases, accompany and assist appointed external Legal representative in disciplinary matters, monitor and ensure implementation of outcomes on grievance and disciplinary cases. Facilitate the resolution of Labour Disputes and litigation cases: Represent the Department in conciliation and arbitration processes. prepare submissions to request mandates and to settle disputes in conciliation and arbitration, present and prepare witnesses for arbitration cases, advise and assist management and staff on dispute resolution procedures and multi-lateral forums, coordinate litigation cases referred to the higher courts e.g. Labour Court, provide relevant documents/files for the cases to Litigation unit, liaise with the Labour Court as and when required. Facilitate collective bargaining processes e.g. DBC and other activities: Prepare for DBC meeting, compile DBC minutes and collective agreements, ensure adherence to GPSSBC rules and constitution, ensure communication of policies, guidelines and collective agreement to all stakeholders, promote and enforce cordial relationship with shop stewards, attend to any industrial unrest that occurs. Supervise employees to ensure an effective service and undertake all administrative functions: General supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advice 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, effective and efficient administration and coordination of accurate records/database of labour relation cases.
<u>ENQUIRIES</u>	:	Ms PT Buwa Tel No: (041) 408 2344
<u>APPLICATIONS</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to RecruitPE25-08@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms PT Buswa

<u>POST 43/121</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2025/158</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Labour Relations Management / Human Resources Management/ Labour Law. Relevant functional experience in Employment Relations services, relevant years of functioning at Senior Employment Relations Officer. A valid driver's licence. Knowledge: Labour Relations Act. Basic Conditions of Employment Act. Public Service Act. Employment Equity Act. Public Service Regulations. Human Resources Management Policies. Public Service Co-ordinating Bargaining Council's Resolutions. Collective bargaining agreements. Public Service Commission. Policy / guidelines formulation. Public Finance Management Act. Skills: Management. Problem solving. Organisation. Leadership. Interpretation of legislations / policies. Budgeting / Financial. Negotiating. Verbal and Written Communication. Presentation.
<u>DUTIES</u>	:	The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the Region. Represent the Region at all disciplinary hearings. Provide expert advice in the Region on disciplinary and misconduct matters. Establish partnerships and constantly liaise with external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the Region. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Regional Labour Relations forum. Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office and Head Of HRM: Region. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES</u>	:	Mr. D Manus Tel No: (051) 408 7397
<u>APPLICATIONS</u>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 43/122</u>	:	<u>LEGAL ADMIN OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR5) REF NO: 2025/159</u>
<u>SALARY</u>	:	R464 634 per annum, (OSD package)
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	LLB degree with minimum of 8 years appropriate post qualification legal experience. Knowledge Constitution of the Republic of South Africa. Mandate and Function of the department. System and Operation of South Africa Courts of Law. Interpretation of Legislation. Functioning of National, Provincial and Local Government. Employment Equity Act and related policies. PPFMA. Public Service Act. Promotion of Access to Information Act. Magistrate Court Act. Supreme Court Act. Skills Legislation drafting skills excellent communication. Research and Application of the law. Report writing skills. Organising and planning. Computer literacy. Analytical thinking. Interpersonal skills. Innovative, Creative, Trustworthy, Hardworking, Assertive, Resourceful, highly motivated.
<u>DUTIES</u>	:	Search and find all relevant documents for instituting and conducting an action, application and proceeding. Consult with clients, witnesses, colleagues, advocates, experts and any other relevant persons. Study court records, police dockets, contract, witness statements, case and other law. Prepare court documents which includes pleadings, affidavits, opinions, head of arguments, notices, briefing documents applications and other. Prepare cases for court by issuing subpoena, prepare witnesses and experts for court, paginate and index

court and own files. Appear in court, lead evidence, and cross-examine witnesses and present legal arguments, consult with client and other persons to obtain information required for the drafting of contracts to be entered into. Research the law applicable to the specific contracts. Draft the contract contracts and forward the signature. Draft documents that comply with the standards and requirements of the courts and any other statutory requirements. Use precedents appropriately. Draft a legally effective and enforceable documents. Successfully conduct an interview in order to determine the client's goals and objective. Advise the clients on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Receive and peruse pleadings received from the offices of the State Attorney to ensure that they are in accordance with the instructions of the Department. Receive and peruse summonses served on the Department, consider the claims and forward them to the Office of the State Attorney with clear instructions on whether to settle or defend the claims Consult and read legislation applicable in a particular matter. Refer to applicable precedent and read on case law. Consult and read legal text including on-line publications.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr. RS Mogatle Tel No: (011) 713 6007
	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 43/123</u>	:	<u>SENIOR INTERNAL AUDITOR – INTERNAL REF NO: 2025/160</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office (Pretoria)
	:	A minimum of three-year tertiary qualification (NQF Level 6) in Auditing/Accounting/Information Technology. Registration with the Institute of Internal Auditors. Internal Audit Technician (IAT) Qualification will be an added advantage. A relevant practical experience in the Internal Auditing field. A valid driver's license is a requirement Good understanding and implementation of the Audit process. Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem-solving approach. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.
<u>DUTIES</u>	:	Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Gayiya Tel No: (012) 406 1402
	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-81@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/124</u>	:	<u>SENIOR FORENSIC INVESTIGATOR: GOVERNANCE, RISK AND COMPLIANCE BRANCH REF NO: 2025/161 (X3 POSTS)</u>
	:	Key Purpose Statement: To assist with the planning, executing and reporting on assigned forensic investigations in a professional manner thereby ensuring cost effective forensic investigations on behalf of the Department of Public Works
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office (Pretoria)
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.

<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Mabotja Tel No: (012) 406 1328
	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-82@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/125</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION: HRM REF NO: 2025/162</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Pretoria Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or equivalent qualification. Relevant experience within Human Resource Administration. Knowledge of HR related standards, practices, processes and procedures, structure and functioning of the Department, Business functions and processes of the Department, Change Management Knowledge of PERSAL. Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, collective agreements, Codes of Remuneration and the Public Finance Management Act. Condition of service regulations and procedures. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Computer literacy. Personal Attributes: Innovative, Resourceful, Analytical Thinking, People oriented, Trustworthy, Assertive, Hard-working, Self-motivated and Ability to work independently.
<u>DUTIES</u>	:	Implement and execute service benefits functions: Process all Government Employee Pension Fund (GEPF) matters. Implement Government Employees Housing scheme (GEHS) in line with applicable PSCBC Resolutions. Administer state subsidized medical contributions. Administer long service recognition and injury on duty. Render an effective HR advisory service to management and employees. Approve transactions on PERSAL according to the HR delegations. Implementation of circulars and directives from the DPSA. Ensure policy compliance on all service benefits and conditions matters. Process personnel appointments, transfers, promotions, relocations, movements, service terminations on PERSAL system. Facilitate the payment of relocation cost of employees. Capture, process and monitor personnel related transactions on PERSAL. Ensure effective administration of leave in the regional office. Prepare files for Auditors. Ensure effective records management of personnel information and provide reports on conditions of service. Ensure that all personnel files are filed in HR registry.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Masubelele, Tel No: (012) 492 3187
	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria or email to: RecruitPTA25-14@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Tlhapane/ Ms. MC. Lekganyane
<u>POST 43/126</u>	:	<u>SENIOR ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: 2025/163</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Polokwane Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6) in Administration/ Public Management or equivalent qualification and appropriate relevant working experience. Knowledge: Departmental processes; Office Administration; knowledge of the Framework for Supply Chain Management; knowledge of the prescripts of the Public Service Act and its regulations, Promotion of Access to Information act, Promotion of Administrative Justice

		Act, Public Finance Management Act. Skills: communication and writing skills, maintenance of confidentiality of information, computer literacy, interpersonal skills, diary management, organising and planning, time management. Personal Attributes: trustworthy, assertive, highly motivated, people oriented, ability to work effectively and efficiently under pressure, ability to work independently, ability to communicate at all levels, ability to meet deadlines whilst delivering excellent results.
<u>DUTIES</u>	:	Provide effective and efficient administrative support to the section, Legal Services. Maintain filing system electronically and manually; perform Logis requests for stationery; drafting of formal standard correspondence to State Attorney and to other Sections; typing of contract agreements and correspondence for Legal Officers; perform office administration functions such as typing, making copies of litigation documents, provisioning of stationery etc.; attend to copying of bulky documents required by the Directorate; ensure that travel arrangements are well coordinated; ensure the management, safeguarding and maintenance of the Directorate's assets. Handle the procurement of standard items like stationery, refreshment etc for the activities for the Manager and the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NJ Khotso Tel No: (015) 293-8004
	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane or email to RecruitPLK25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. NJ Khotso
<u>POST 43/127</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2025/164</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Bloemfontein Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resources Management. Appropriate experience in Human Resources Management with emphasis on HR Administration (Condition of Services). Valid Driver's License. Knowledge of applicable standards, practices, processes and procedures. Good Knowledge of PERSAL and CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Sound data analysis techniques and ability to undertake basic research and gather information, Computer literacy, good communication and report writing abilities, Analytical skills, interpersonal relations, diplomacy, negotiation skills, conflict management and the ability to perform under pressure.
<u>DUTIES</u>	:	Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits. Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information need to report on Audit findings. Compile monthly reports and submissions to HR manager. Assist HR Recruitment activities on ad-hoc basis. General supervisory to employees to ensuring effective service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T. Mosia Tel No: (051) 408 7404
	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem25-08@dpw.gov.za
<u>FOR ATTENTION NOTE</u>	:	Mr D Manus
	:	People with disabilities are encouraged to apply
<u>POST 43/128</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2025/165</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Bloemfontein Regional Office
	:	A Degree in Social Science or Industrial Psychology. Registration with professional bodies such as SACSSP and HPCSA. Relevant years of experience in field. Willing to adapt work schedule in accordance with professional requirements Knowledge of Employee health and wellness practices, knowledge and understanding of HIV as a developmental issue,

specialised knowledge of counselling, people management and empowerment, client orientation and customer focus, Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organisational skills, interpretation of policies, ability to undertake research/gather information, ability to work independently. A valid driver's license and willingness to travel is essential.

DUTIES

: HIV/AIDS and TB management: Mainstream HIV/AIDS and TB into the core functions of the department; Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of wellness information material and articles. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops; Support the department with incapacity cases. Organise Mental Health information sessions and distribution of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on occupational safety behaviour and provide information related to Injury on duty. Wellness management: Promote work life balance for employees. Provide support to Individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed on hazardous environment.

ENQUIRIES

: Mr. D Manus Tel No: (051) 408 7397

APPLICATIONS

: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300 or email to: RecruitBloem25-09@dpw.gov.za

FOR ATTENTION

: Mr D Manus

POST 43/129

: **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2025/166**

SALARY

: R397 116 per annum

CENTRE

: Mmabatho Regional Office

REQUIREMENTS

: A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or related field. Appropriate working experience in Human Resource Recruitment Management. Knowledge: Standards, practices, processes and procedures related to HR Recruitment. Structure and functioning of the Department. Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. PERSAL. Basic Condition Act. Public finance Management Act. Codes of Remuneration. Conflict Management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People Orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.

DUTIES

: Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human resources in interviews of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the human resource assessments as prescribed. Promote the achievement of employment equity and support the employment equity plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General

		supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice 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 of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr. T Oagile Tel No: (018) 386 5217
<u>APPLICATIONS</u>	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735 or email to: RecruitMBT25-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr T. Oagile
<u>POST 43/130</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2025/167</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Human Resource Development or any relevant qualification. Relevant working experience in Human Resource Development or related. Experience in training, development and performance management practices. Understanding of the ETD environment including SAQA, NQF Frameworks and SETA's. Knowledge of PERSAL, National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development. Thorough knowledge of the Skills Development Act, Treasury regulations, PMDS, PFMA and other Regulatory Frameworks related to HRD. Excellent Computer Skills in MS Excel, Powerpoint and MS Words. Data analysis techniques. Good Report Writing Skills. Ability to communicate at all levels. Excellent Communication (verbal & written). Decision Making Skills. Advanced Interpersonal and diplomacy skills. Ability to work under pressure and deadline driven. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Coordinate skills development initiatives in the regional office. Facilitate the process of sourcing the training service providers, Create, maintain a database on courses attended and service providers. Coordinate the implementation of Performance Management and Development System (PMDS) within the regional office. Facilitate and administer other Human Resource Development activities.
<u>ENQUIRIES</u>	:	Mr. T Oagile Tel No: (018) 386 5217
<u>APPLICATIONS</u>	:	Mmabatho Regional Office: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735 or email to: RecruitMBT25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. T Oagile
<u>POST 43/131</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2025/168</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resources Management/ Labour Relations or relevant qualification. A minimum of relevant years' experience in Labour Relations or in the relevant field. Valid driver's license. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations. Collective bargaining structures and processes. Structure and functioning of the Department. Employment Equity Plan of the Department. Diversity management. Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements.
<u>DUTIES</u>	:	Facilitate and administer grievance and misconduct processes. Conduct investigations on grievance and misconduct cases; Facilitate the appointment of external service providers in complex misconduct cases; Coordinate grievance an disciplinary hearing proceedings ; Prepare evidence for disciplinary hearings, including preparing witnesses to testify; Render advice in disciplinary hearings and to investigating officers appointed by the Department; Ensure that grievances are dealt with within stated timeframes;

		Facilitate the implementation and communicate outcomes on grievance and misconduct cases to all stakeholders; Draft appeal memo's; Capture grievances, disciplinary cases and suspensions on the applicable system.
<u>ENQUIRIES</u>	:	Mr. M Mudau Tel No: (011) 713 6024
<u>APPLICATIONS</u>	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 43/132</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2025/169</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or related field. Appropriate working experience in Human Resource Recruitment Management. Knowledge: Standards, practices, processes and procedures related to HR Recruitment. Structure and functioning of the Department. Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. PERSAL. Basic Condition Act. Public finance Management Act. Codes of Remuneration. Conflict Management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People Orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.
<u>DUTIES</u>	:	Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human resources in interviews of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the human resource assessments as prescribed. Promote the achievement of employment equity and support the employment equity plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice 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 of the required standard efficiently and effectively
<u>ENQUIRIES</u>	:	Mr E Nguyuza Tel No: (013) 753 6319
<u>APPLICATIONS</u>	:	Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit or email to: RecruitNEL25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr E Nguyuza
<u>POST 43/133</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER ORGANISATIONAL DEVELOPMENT (HRM) REF NO: 2025/170</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Degree in Social Science or Behavioural related qualification. Relevant years of experience. Registration with South Africa Council for Social Services Professions (SACSSP) as a Social Worker or the Health Professions Council of South Africa (HPCSA) as a Psychologist. A valid driver's licence and willingness to travel are essential. Knowledge and understanding of Human Immunodeficiency Virus (HIV) as a Development Issue. Specialised knowledge of counselling and Occupational Health and Safety Act. Knowledge Of: Public

		Service Act & Regulations, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Skills: Networking, language proficiency, effective communication, presentation skills, interpretation of policies, computer literacy, motivational skills and report writing abilities. Personal Attributes: Innovative, resourceful, analytical thinking and ability to work independently. Appropriate knowledge in Employee Wellness Programmes as well as short term counselling.
<u>DUTIES</u>	:	Facilitate the implementation of HIV/AIDS and TB management programmes. Provide education and awareness Prevention programmes. Plan and conduct regular Health screenings HCTs. Provide treatment, care and support to employees. Conduct Human Rights and access to Justice awareness education. Conduct dialog conversation session on stigma and discrimination. Distribution of condoms and information material. Provide Health and Productivity Management Services. Coordinate Disease Management & Chronic illness awareness and education sessions, workshop. Conduct presentation on chronic illness management and identification. Liaise and make referrals to Mental Health institutions when required. Facilitate the implementation of Employee Health and Wellness Intervention programmes. Provide support to individual through Wellness Intervention (Psychological). Support and advice managers on handling employees experiencing wellness related challenges. Conduct regular awareness on Safety, Health, Risk & Quality Management. Promote Occupational Health and Safety in the organisation. Assist in the assessment on Environmental Risk. Conduct awareness on safety clothing.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Rossouw Tel No: (021) 402 2014
	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT25-16@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 43/134</u>	:	<u>ADMIN OFFICER: SCREENING SERVICES REF NO: 2025/171</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF level 6) in Management Sciences/ Security Management/ Public Management, appropriate working experience in Security Screening Services and a valid motor vehicle driver's license. Must be prepared to travel. Knowledge: National security environment and security policies, Relevant legislation related to public security including the Minimum Information Security Standards (MISS) Act, Procurement processes and systems, financial administration, Risk management, screening techniques, Interviewing techniques. Skills: Computer literacy, Report writing and presentation skills, Interpersonal and diplomacy skills, Problem solving skills, Effective communication, Organization and planning, Decision making skills, Conflict resolution, analytical skill. Personal Attributes: Solution orientated, People orientated, Innovative, Creative, Hard-working. Willingness to successfully attend prescribed training courses, prepared to work irregular and long hours, Security clearance, willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Analyse and evaluate security screening reports, conduct quality control of the screening reports, planning and management of screening projects, manage pre-employment screening of prospective employees and service providers and provide relevant managers with quality and reliable screening reports, assist in developing screening policy, strategy and standard operating procedures, conduct security screening awareness programmes within the department. Co-ordinate screening compliance with Regional Offices, provide quality screening reports to supervisors, manage the contracted screening database service provider, verification of payment invoices, keeping records, manage screening databases, supervise subordinate and performance management, assist with procurement and financial management, co-ordinate and liaise with SSA, SAPS and relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs D Mahlangu Tel No: (012) 406 1643
	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO

		Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-83@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/135</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2025/172</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or equivalent qualification. A minimum of one year experience in human resource development or related. Willing to adapt work schedule with professional requirement, willing to travel and a driver's licence. Knowledge: Knowledge of PERSAL, Knowledge of Public Service Act, Public Service Regulation, Employment Equity Act, PFMA, Skills Development Act, Treasury Regulations, PMDS, South African Qualification Authority (SAQA). Skill: communication skills, analytical thinking, computer literacy, report writing skills, numeracy, research skills, organising and planning, computer literacy, advance, interpersonal and diplomacy skills, decision making and project management skills.
<u>DUTIES</u>	:	Monitor the management of skills development in the region: Assist to conduct skills auditing and reporting. Provide support in the development of Workplace Skills Plan (WSP). Administer the identification of priority or core training areas as informed by WSP. Take part in awareness programmes in support of skills development. Administer training interventions that are in line with the Department's Vision, PDPs and aligned to SAQA specifications: Provide advice on training interventions for staff. Administer the process of sourcing the training service providers. Assist to collect data for training plans. Facilitate the implementation of the training plan. Organise relevant courses and process applications. Prepare all logistics for training. Monitor facilitation of workshops and training interventions. Maintain a database on courses attended and service providers. Receive individual employee submissions requesting training interventions and advise accordingly. Compile training related memos for approval by the delegated authority. Compile data on training statistics and assist with compilation of training reports. Facilitate the implementation of the Performance Management and Development System (PMDS) within the regional office:- Facilitate the submission of performance agreements. Coordinate the submission of midterm and annual reviews. Quality assure submitted documents. Arrange moderation committee meetings. Compile minutes during moderation committee meetings and provide advice as needed. Inform employees about outcomes of moderation committees and facilitate feedback forms sign-off. Arrange meetings to discuss dissatisfaction cases. Compile a spreadsheet for employees who qualify for performance incentives. Provide support and advice to supervisors and managers on the administration of the performance management process in general.
<u>ENQUIRIES</u>	:	Mr. M Mudau Tel No: (011) 713 6024
<u>APPLICATIONS</u>	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-08@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 43/136</u>	:	<u>PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2025/173</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF level 06) in Management Assistant, Secretariat, Office management or equivalent. Relevant years of experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Driver's licence is compulsory. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced report formatting and document compilation skills & ability to multitask. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Advanced knowledge of Government

		policies, administrative procedures, document control, meeting protocols and office governance. Knowledge of Government Procurement processes will be an advantage.
<u>DUTIES</u>	:	Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
<u>ENQUIRIES</u>	:	Ms. N Hlengwa Tel No: (047) 502 7010
<u>APPLICATIONS</u>	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha or email to: RecruitMTH25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. N Mzalisi Tel No: (047) 502 7005
<u>NOTE</u>	:	Practical exercise/ assessment will form part of the selection process.
<u>POST 43/137</u>	:	<u>SENIOR SECURITY OFFICER REF NO: 2025/174</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (matric certificate). Valid PSIRA Grade B registration certificate, Relevant experience in Physical Security Management. Valid driver's licence. Knowledge: Relevant security legislation and the Minimum Physical Security Standards (MISS), National security environment and security policies; relevant legislation related to public security and access control, including the Minimum Information Security Standards (MISS) Act; risk management; fire-fighting; first aid.
<u>DUTIES</u>	:	Supervise the effective delivery of security services. the administration of security services. Drafting and management of duty rosters. Supervision of security officers.
<u>ENQUIRIES</u>	:	Mr Tad Marageni Tel No: (012) 406 1632
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-84@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/138</u>	:	<u>SECURITY OFFICER: SECURITY MANAGEMENT SERVICES REF NO: 2025/175 (X9 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (matric certificate). Valid PSIRA Grade B registration certificate, Relevant experience in Physical Security Management. Valid driver's licence. Knowledge: Relevant security legislation and the Minimum Physical Security Standards (MISS), National security environment and security policies; relevant legislation related to public security and access control, including the Minimum Information Security Standards (MISS) Act; risk management; firefighting; first aid.
<u>DUTIES</u>	:	Supervise the effective delivery of security services. Support the administration of security services. Drafting and management of duty rosters. Supervision of security officers.
<u>ENQUIRIES</u>	:	Mr Tad Marageni Tel No: (012) 406 1632
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO

FOR ATTENTION

: Building, Corner Bosman and Madiba Street, Pretoria or email to
Recruitment25-85@Dpw.Gov.Za
Ms NP Mudau

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

- : Applications can be submitted using one of the following methods: Email to recruitment2024@dsac.gov.za, quoting the reference number and title of the position on the subject line. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.

CLOSING DATE
NOTE

- : 05 December 2025 at 16:00
- : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C&D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by the DPSA, which is an online course endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

OTHER POSTS**POST 43/139**

- : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES**
REF NO: DSAC-04/11/2025

SALARY

- : R896 436 per annum (Level 11), (an all-inclusive remuneration salary package) consists of a basic salary, State's contribution to the Government Employees Pension Fund (13% of Basic salary) and a flexible portion that may be

**CENTRE
REQUIREMENTS**

structured in terms of applicable rules Middle Management Services Guidelines)

: Pretoria
: Senior Certificate/ Matric / Grade 12 Certificate/ NQF level 4 or equivalent qualification. A minimum three-year National Diploma (NQF Level 6)/ Degree (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Management and Administration or any relevant Human Resource qualification. PERSAL Certificate. 3-5 years relevant experience, at least 3 years at an Assistant Director level in Human Resource Administration environment. Knowledge of Public Service Regulations. Knowledge of Human Resources Management policies, systems, and procedures. Knowledge of recruitment and selection strategies, performance management, and HR practices and systems. Knowledge of Conditions of Employment Act. Knowledge of PSCBC Resolutions and relevant HR frameworks. Knowledge of PERSAL Management system. Knowledge of Code of Remunerations. Good communication and interpersonal relations. Planning and organizational skills. Problem-solving and decision-making abilities. Computer and digital literacy. Presentation skills Report writing skills Client orientation and customer focus. Knowledge of Human Resource Information System.

DUTIES

: Oversee the recruitment, selection, and appointment processes and other Human Resource transactions. Ensure transparency, fairness, and compliance with HR policies. Implement and monitor recruitment strategies to attract and retain top talent. Ensure alignment of recruitment practices with workforce planning needs. Ensure accurate and up-to-date personnel records in compliance with departmental and DPSA requirements. Provide oversight on job advertisements, shortlisting, interview processes, and final appointment decisions. Oversee pre-employment screening processes. Facilitate orientation and onboarding for newly appointed employees. Compile and coordinate reports on Recruitment and Selection. Provide guidance and advisory support on, recruitment and selection in line with HRM Regulatory Framework. Oversee the administration of employee benefits, and conditions of service. Ensure compliance with relevant laws, policies, and organizational guidelines related to employee welfare. Monitor and update employment information. Provide guidance and advisory support on, conditions of service and employee benefits in line with HRM Regulatory Framework. Compile and coordinate reports on employee benefits and conditions of service. Automate and monitor conditions of service and benefits administration systems. Use data analytics to monitor employee satisfaction and proactively address service-related matters. Develop, review, and implement internal HR administration services. Oversee the implementation and maintenance of HR administrative systems and procedures. Provide expert advice on HR operational efficiencies, compliance, and digital transformation. Continuously monitor and improve HR processes to enhance operational efficiency. Maintain and update HR administrative records and operating procedures. Drive change management initiatives to embed a culture of innovation and agility within HR processes. Lead the digitization of HR administrative processes, including recruitment & selection, employee benefits and conditions of service. Oversee the adoption of HR Information Systems (HRIS) and ensure seamless integration with existing platforms such as PERSAL). Champion automation of repetitive tasks to improve turnaround times and reduce administrative burden. Conduct research on best HR practices in relation to AI. Allocate work to subordinates. Advise and lead subordinates with regard to all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that subordinates are trained and developed. Oversee the HR budget, ensuring effective financial planning and cost management. Identify and mitigate risks associated with HR administration and labour relations. Provide leadership and capacity development to HR team members. Ensure compliance with governance, risk, and performance management requirements within the HR function. Provide guidance to HR personnel on the correct application of procedures. Build capacity within the HR team to embrace digital tools and AI technologies. Manage risks associated with data privacy, cybersecurity, and compliance, ethical standards in digital HR operations.

ENQUIRIES

: Ms. Z Maloka Tel No: (012) 441 3730

<u>POST 43/140</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DSAC-05/11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive remuneration salary package) consists of a basic salary, State's contribution to the Government Employees Pension Fund (13% of Basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF level 4 or equivalent qualification. A minimum three-year Degree/National Diploma (NQF level 6) / Degree (NQF Level 7) as recognised by SAQA in Risk Management / Commerce / Forensic Auditing / Enterprise Risk Management or any other relevant Risk Management qualification. Membership to the Institute of Risk Management South Africa or any relevant risk membership. 3-5 years relevant experience, at least 3 years at an Assistant Director level in Risk management, Compliance, Business Continuity Management, any Risk and integrity management environment. Knowledge and Understanding of Risk Management Competency Framework. Knowledge and application of Risk Management Standards, risk management methodology and Business Continuity Management. Knowledge and understanding of recognized Enterprise Risk Management software in the industry such as BarnOwl/ CURO. Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations and Public sector prescripts. Knowledge of Public Service Regulation and Acts Analytical skills. Presentation Skills. Computer literacy. Project management skills. Planning and organisational skills. Good communication and interpersonal relations. Problem solving skills. Client Orientation and Customer Focus.
<u>DUTIES</u>	:	Provide inputs for the development, implementation and monitoring and review of Risk Management policy. Develop, communicate and implement annual Business Impact Analysis outcomes in conjunction with line function. Develop and update the annual Compliance Risk Management Plan for identified high risk Regulation per annum. Implement risk management operational plans approved by management. Monitor, evaluate and improve the effectiveness and efficiency of all adopted risk assessments within the Department (Strategic, Operational, Compliance; Project and BCM assessments). Report on compliance risk trends and improvement initiatives. Oversee the execution of the Business Continuity Management Plan within the Department (Strategic Operational, Compliance; Project and BCM assessments) Report on compliance risk trends and improvement initiatives. Oversee the execution of the Business Continuity Management Plan within the Department. Undertake studies and analysis for identifying risks to establish the internal and external Organisational context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Assist in the compilation of Compliance Risk Management Plans. Facilitate risk assessments. at strategic, operational processes and systems to identify required risks and controls and provide guidance to management. Monitor effective implementation of mitigation strategies. Review progress reports on the effective implementation or risk mitigation. Maintain an accurate database for Risk Incidents as reported. Provide risk mitigation status on ERM quarterly reporting. Analyse Departmental Risk Management trends and data. Review and provide inputs on submitted monthly and quarterly reports from relevant units. Oversee and drive the risk management projects. Communicate the Department's Framework and ensure awareness of the Risk Management methodology. Prepare operational risk reports to the Risk Committee; EMT, Branch Management. Undertake awareness intervention on Risk Management within the Department. Provide guidance on using the adopted ERM System and maintain online system reporting. Assess and respond to audit queries about the system and maintain change management. Manage and administer permissions to the ERM system. Resolve internal system complaints prior to escalation for external support. Conduct research on emerging risk management trends and methodologies for communication to the Directorate. Consolidate quarterly reports for tabling at the oversight committees [Risk Committee, Business Continuity, ICT Steering Committee]. Circulate the Committees packs electronically within the set timelines. Ensure that Risk Committee minutes and Resolutions are distributed, updated and tracked on the system. Facilitate Risk Committee Self -Assessment survey and prepare

report for the Committee. Manage and undertake capacity development for Committee members in their respective capacities. Follow-up and escalate on reported response strategies that require management attention, across allocated Committees.

<u>ENQUIRIES</u>	:	Ms. B Spencer Tel No: (012) 441 3097
<u>POST 43/141</u>	:	<u>DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: DSAC-06/11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive remuneration salary package) consists of a basic salary, Sate's contribution to the Government Employees Pension Fund (13% of Basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF Level 6)/ Degree (NQF Level 7) as recognized by SAQA in Communications / Public Relations / Media Studies / Journalism or any relevant Communication qualification. A valid driver's licence. Willingness to travel extensively 3-5 years relevant experience at least 3 years at an Assistant Director level in Communication. and Public Relations environment. Knowledge and understanding of Media, communication principles, tools and techniques. Understanding of Operations of different Media sections. Knowledge of Marketing and Promotional Strategies. Knowledge and understanding of the South African media landscape and operations. Knowledge of GCIS guidelines for internal communication and website. General knowledge of relevant policies, Acts, Regulations and frameworks. Research and analytical thinking. Problem solving skills. Project Management skills. Conflict Management. Good Communication and interpersonal relations. Computer literacy. Creative writing, editing, and Reporting skills and innovation.
<u>DUTIES</u>	:	Ensure an efficient intergovernmental system within the department through stakeholder engagements with national, provincial, and local government. Liaison with GCIS by facilitating departmental inputs towards the GCET report. Provide support and content to ICTS and Social Clusters and the Government Communicator's Forum (GCF). Attend and provide departmental inputs at the government's Rapid Response meetings and any other meetings. Attend GCIS internal communication forum and implement decisions of the forum. Communicate the department's programme's priorities, Annual Performance Plan and achievements to increase participation from all stakeholders. Develop and maintain the departmental internal communication strategies. Ensure implementation of internal communication strategies. Measure the effectiveness of internal communication within the department. Ensure communication initiatives support strategic priorities. Conduct research on new trends. Develop and implement an annual internal communication plan inclusive of the quarterly departmental newsletter. Share departmental information to ensure all public servants/employees are informed about key government/departmental programme priorities, policies, and any relevant information. Coordinate and lead the Communicator's Forum of the department (inclusive of provincial and all entities). Manage usage of internal communication channels to distribute messages. Conduct surveys to determine the effectiveness of internal communication platforms. Collaborate with HR and Change Management teams to support organisational development initiatives. Facilitate internal Networking Sessions. Manage and maintain internal communication platforms (e.g., intranet, email systems, notice boards, internal social media). Draft and send out media advisories and statements as and when required. Assist to facilitate the development of media responses to prevent a negative reputation of the department- Acknowledge all media inquiries and indicate the intention of the Department. Support the media briefings on Departmental activities. Support the coordination of the media networking sessions. Support in the development of media communication plans and implementation. Develop and coordinate media buying plan with costing, media platforms and frequency. Coordinate and support the appointment of the departmental media buying service provider. Oversee the creation, editing, and dissemination of internal newsletters, intranet content, circulars, memos, and other internal publications. Ensure messaging is consistent, clear, and aligned with departmental tone and

branding guidelines. Develop communication monthly/quarterly reporting. Develop forewords and speaking notes/speeches as and when required by the Chief Director. Assist in the development content for the department's social media platforms. Compile and present reports with recommendations for improvement.

ENQUIRIES : Ms. Z Velaphi Tel No: (012) 441 3010

POST 43/142 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSAC-07/11/2025**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF 6) / Degree (NQF level 7) as recognised by SAQA in Commerce / Risk Management / Enterprise Risk Management or any other relevant Risk qualification. Membership to the Institute of Risk Management South Africa. 2-3 years relevant experience at least 2 years as a risk management or compliance officer in facilitating risk assessments and risk reports or in any risk, Anti-Corruption and Integrity management environment. Knowledge and Understanding of Risk Management Competency Framework. Knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Knowledge and understanding of recognized Enterprise Risk Management software in the industry (e.g. BarnOwl, CURO). Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations and Public sector prescripts. Knowledge of Public Service Regulation and Acts. Analytical skills. Presentation Skills. Computer literacy. Planning and organisational skills. Good communication and interpersonal relations. Problem solving skills. Client Orientation and Customer Focus.

DUTIES : Participate in the review of the Risk strategies methodologies, models, tools and policies. Implement the Risk Management Plan. Gather data and quality review for risk maturity. Support the establishment of risk management philosophy and Culture in the Department. Develop and maintain stakeholder and client relationships. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). Capture and maintain electronic database on risk management information. Participate and assist in the implementation of the BCM strategies and Plans. Facilitate, analyse and identify risks within the Department. Evaluate risks against set criteria. Develop and implement appropriate risk responses. Compile and maintain a comprehensive risk profile. Develop and maintain the risk profile including the risk register. Compile and submit risk management reports as required to oversight structures and management on the risk mitigation outcomes. Monitor the implementation of the progress of activities to address. Revise risk response activities. Report on the status of risk responses. Coordinate capacity building, promote risk awareness and training in the Department. Conduct follow-ups and verify that mitigation measures are effective and sustainable. Maintain records of all risk monitoring activities for audit and compliance purposes. Facilitate the Risk Champion meetings. Participate in the risk Committee and Business Continuity Management (BCM) Committee. Provide secretariat support within the Committees. Capture and communicate resolutions taken within the relevant Committee meetings. Update and follow-up on the successful reporting of relevant Committee Resolutions. Facilitate and coordinate the Risk Management Reports for tabling to oversight committees. Facilitate and develop Business Impact Analysis at an organizational level. Coordinate routine updates to the available information support BCM procedures (e.g. List of hardware and software specifications). Prepare the collating of reports against the Department's approved Business Continuity Plans. Plan and coordinate at least on simulation exercise annually, involving all critical business units. Assist in the testing of Business Continuity Plan.

ENQUIRIES : Ms. B Spencer Tel No: (012) 441 3097

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Department of Transport is an equal opportunity employer and these posts will be filled in accordance with employment equity targets of the department.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 05 December 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 43/143** : **OFFICE ADMINISTRATOR GRADE III REF NO: DOT/HRM/2025/23**
Branch: Rail Transport, Office of the Deputy Director General: Rail Transport
- SALARY** : R397 116 per annum, (all-inclusive salary)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized NQF level 6 qualification in Office Management and Technology / Secretariat / Management Assistant / Public Management / Administration / Business Management with 3 years' experience in rendering support service to senior management. Knowledge and Skills: (Competencies): Excellent written and verbal abilities. Ability to communicate with all cultures at all levels. Confidence, confidentiality and reliability is essential. Experience of Core and Microsoft, to communicate computer-wise in any given situation. Successful handling of documents and correspondents. Successful coordination of the office.
- DUTIES** : The successful candidate will: Provide a support service to the Deputy Director-General. Answer and record telephone / facsimile / e-mail activity on behalf of the Deputy Director-General as well as soon as screen calls. Make appointments and keep diary updated (inform Deputy Director-General of appointments, ensure no overlaps occur, reschedule appointments when necessary). Record and deal with queries from public and personnel in the department. Keep message system updated / forward information as required.

Ensure issues needing the chief director's attention are arranged in such a way that the Deputy Director-General needs only the minimum time to deal with them. Coordinate engagements across the branch to align to the Deputy Director-General's diary. Attend to documentation (Filing, update and disposal thereof). Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately. Perform document tracking for all documentation (correspondence and memoranda) Ensure safekeeping of all documentation in the office in line with relevant policies. Ensure copies are made of every document that leaves the office for signature by DDG/DG/Minister. Ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documentations (determine priority and follow up). Perform general office administration. Send and receive faxes, email receive and dispatch items and do photocopying. Obtain relevant quotes and order supplies. Administer travel arrangements (Accommodation, travel, venues arrangements etc.). Administer claims – all staff (S & T, cellular phone, monthly vehicle, petty cash, ad hoc). Provide secretariat support (take minutes and compile agendas) for the DDG meetings. Assist the manager to ensure deadlines for PMDS, Annual Reports Strategic Plans and Audit reports are compiled and handed in. Keep and maintain leave register of staff. Assist in organizing meetings / workshops / seminars and conferences. Prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature). Keep circulars, relevant policies update (HR Policies, Finance policies and supply chain policies etc). Buy refreshment supplies for the office. Assist with preparation of presentations for meetings / workshops / seminars / conferences. Assist with exhibitions / displays at meetings / workshops / seminars / conferences. Perform Chief User Clerk. Complete and sign VAS 2 forms. Order stationery, equipment and furniture for the office. Monitor office orders. Make follow ups on orders. Office Administrator Grade III

ENQUIRIES

:

Mr. Ngwako Makaepa Tel No: (012) 309 3366

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

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

MANAGEMENT ECHELON**POST 43/144**

- : **DIRECTOR: BUSINESS MANAGEMENT REF NO: 051225/01**
Branch: Infrastructure Management
Dir: Construction Management

SALARY
CENTRE
REQUIREMENTS

- : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- : Pretoria Head Office
- : A relevant NQF Level 7 qualification in Business Management, Construction Management, Engineering, Built Environment, or a closely related field. A qualification that combines business studies with a built-environment discipline will be an added advantage. Five (5) years of experience at a middle/senior managerial level preferably within an infrastructure delivery environment, construction management, or a business-unit operational context. Demonstrable knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, public-sector procurement frameworks, financial management principles, and compliance requirements. Understanding of programme and project management methodologies, risk management, and performance management systems. Proven capability in strategic planning, operational oversight, organisational development, problem solving, stakeholder engagement, and leading multidisciplinary teams.

DUTIES

- : Lead the optimisation of the Construction Business Unit, ensuring the unit functions as a fully-fledged internal contractor with sound operational systems, financial discipline, and service standards. Oversee operational business management, including the development and implementation of business processes, service delivery models, financial monitoring tools, performance dashboards, and efficiency improvement mechanisms. Coordinate construction project risk management, including risk identification, mitigation planning, monitoring and reporting across all construction sites. Ensure effective management of Safety, Health, Environment, Risk, Security and

Quality (SHERSQ) standards across construction operations in line with statutory requirements. Guide project development and technical coordination, ensuring that construction inputs, technical documentation, planning processes, and execution strategies align with departmental priorities. Lead corporate support service functions for the Construction Unit, including HR planning, skills development, contract administration, compliance processes, governance support, and administrative systems. Develop and maintain policies, SOPs and frameworks that support consistent delivery, accountability, and standardisation across the Unit. Drive business sustainability, including workload forecasting, cost recovery models, pricing of services, internal billing systems, expenditure controls, productivity optimisation, and long-term financial health of the unit. Identify and secure potential internal and external construction opportunities, including client engagement, business development activities, pipeline tracking, and improving the unit's competitiveness. Champion innovation and continuous improvement, introducing digital tools, modern construction management systems, and best practice methodologies to enhance efficiency and service delivery.

ENQUIRIES : Ms MM Maraka Tel No: (012) 336 7073
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 43/145 : **DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: 051225/02**
 Branch: Corporate Support Services
 CD: Corporate Communication

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 as recognised by SAQA. Five (5) years of managerial experience at (Assistant Director) level in a communications environment. Knowledge in graphic design and multimedia production. Knowledge in public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Proven experience in the designing of Annual Reports, Annual Performance Plan, other corporate publications and multimedia. Understanding of water sector legislation. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Manage the department's media and multimedia production initiatives. Develop and implement media production plans. Develop and guide implementation of annual graphic design and multimedia production deliverables. Analyse annual departmental graphic design and multimedia production needs. Develop and guide implementation of creative concepts and products for departmental campaigns. Generic unit management outputs. Manage human resource discipline within the unit.

ENQUIRIES : Dr M Mathebula Tel No: (012) 336 7387/8012
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 43/146 : **DEPUTY DIRECTOR: MEDIA LIAISON REF NO: 051225/03**
 Branch: Corporate Support Services
 CD: Corporate Communication

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 as recognised by SAQA. Five (5) years of managerial experience at (Assistant Director) level in a communications environment. Disciplinary knowledge in communication and media studies. Knowledge of media principles, techniques and tools. Experience of the writing process, copy writing and proofreading. Knowledge of financial management and PFMA. Knowledge of managing human capital. Knowledge of techniques and procedures for the planning and execution of media operations. Understanding of programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good

		communication skills both (verbal and written). Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.
<u>DUTIES</u>	:	Develop and manage the implementation of media plans in line with policies and communication strategy of the department. Ensure media database developed and updated regularly. Develop media products to profile work of the department. Manage the implementation of the media plan to publicise the work of the department. Coordinate media engagements, build strong media relations, and produce timely, accurate content and quality assurance tools to ensure consistent and effective departmental communication. Manage departmental social media platforms and campaigns. Manage and monitor regional communications.
<u>ENQUIRIES</u>	:	Dr M Mathebula Tel No: (012) 336 7387/8012
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 43/147</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 051225/04</u> Branch: Corporate Support Services CD: Human Resource Management Dir: Planning, Recruitment and Selection (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma at (NQF) level 6 in Human Resources Management or relevant qualification with majors in Human Resource Management. Three (3) to four (4) years' experience in specialisation in Recruitment and Selection and OSD appointment procedures. Experience in developing and managing data tracking systems and reporting on progress of filling of posts. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of socio-economic and development issues. Extensive exposure to OSD recruitment processes, verifications and knowledge and understanding of the OSD Framework. Problem solving and decision-making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure that OSD appointments are done in compliance with the OSD Framework. Ensure personal suitability checks. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of Human Resources which include, staff and work allocation to subordinates. Management of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Ms L Van Wyk Tel No: (012) 336 7147
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 43/148</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (ENGINEERING SERVICES) REF NO: 051225/05 (X2 POSTS)</u> Branch: Infrastructure Management: Head Office Dir: Technical Engineering Support Services SD: Drawing Services
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office

REQUIREMENTS

: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. A valid and unexpired driver's license. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Engineering Technician (Civil stream). Experience in technical design and analysis. Extensive computer-aided design (CAD) and related engineering application experience. Excellent communication skills (both written and verbal), good report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team.

DUTIES

: Provide technical services and support in a design drawing office environment. Produce and edit civil engineering designs and drawings. Work independently as well as in teams assisting engineers and technologists. Promote safety in line with statutory and regulatory requirements. Ensure quality of technical designs and drawings in line with standards and specifications. Compile and submit reports as required. Provide guidance and mentorship for Graduate trainees and candidate technicians. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.

ENQUIRIES

: Mr. D Johnson Tel No: (012) 336 8201

APPLICATIONS

: All applications to be submitted online using the following link:
<https://erecruitment.dws.gov.za>