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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 44 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES.** Kindly note that the salary notch of the post Administrative Officer with Ref No: 056 has been amended from R468 459 per annum to first salary notch of level seven (7) R325 101 per annum, as advertised in the Public Service Vacancy Circular No 43 with the closing date of 12 December 2025.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following post was advertised in Public Service Vacancy Circular 43 dated 21 November 2025 closing on 12 December 2025, (1) Personnel Practitioner: Human Resources Administration with Ref No: 2025/164, Centre: Bloemfontein Regional Office was advertised erroneously with the job title. The correct job title reads as follows: Senior Personnel Practitioner: Human Resources Administration.

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

: 12 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 44/01**

: **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: 3/3/1/10/2025**
Directorate: Logistics And Asset Management

SALARY

: R896 436 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE
REQUIREMENTS

: Pretoria, Head Office

: Applicants must be in possession of a National Diploma in Financial Management /Logistics/ Purchasing Management/ Supply Chain Management/ Accounting (NQF level 6). Minimum of 5 years' experience at Assistant Director level in the Supply Chain Management field. Job related knowledge: Knowledge of Treasury Regulations, Supply Chain Management

		Framework, Public Sector procurement processes, LOGIS (Logistics Information System). Job related skills: Project management skills, Team management skills, Interpersonal skills, Budget forecasting, Computer literacy, Communication skills, Time management, Resource planning, Planning and organizing, Problem solving and decision-making skills. A Valid drivers' license.
<u>DUTIES</u>	:	Implement logistical management systems, procedures and processes: Oversee the implementation of logistics management systems, procedures and processes, develop effective systems aimed at improving service turnaround times on an on-going basis, ensuring compliance with the PFMA, Treasury Regulations and sub-directorate budget guidelines. Manage the creation of purchase orders: Ensure timely capturing of internal requisitions, ensure purchase orders are authorized as per supply chain management delegations of authority and ensure safekeeping of purchase orders. Ensure the integrity of LOGIS: Manage and analyse LOGIS reports and prepare monthly management reports. Manage payments for goods, services and assets: Manage the processing of payments, ensure safekeeping of payments documents, ensure that invoices are captured on LOGIS on time, conduct risk assessment and implement mitigation measures, reconcile statements from suppliers. Manage stores and warehousing: Manage deliveries, manage spot checks and stocking, evaluate stock level on a monthly basis. Manage financial reporting: Compile monthly payment reports and monthly, Interim Financial Statements and Annual Financial Statements commitment reports, manage monthly, Interim Financial Statements and Annual Financial Statements accruals and payable reports and weekly invoice reports.
<u>ENQUIRIES</u>	:	Mr Roewyn Danster Tel No: (012) 312 8360
<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 DDLmrecruit102025@nda.agric.za
<u>NOTE</u>	:	African Male or Female or White Male and Persons with disability.
<u>POST 44/02</u>	:	<u>SUPPLY CHAIN CLERK: VARIOUS COMPONENTS REF NO: 3/3/11/2025 (X3 POSTS)</u> Directorate: Demand And Acquisition Management
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: 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. Job related skills: Planning and organising skills, Computer skills, Language, Good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms R Goolam Tel No: (012) 312 8395 or Ms I.M Molopyane Tel No: (012) 312 8659
<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 SCMVCrecruit112025@nda.agric.za
<u>NOTE</u>	:	African Male, Coloured Male, Indian Male, White Male or female and persons with disability.

<u>POST 44/03</u>	:	<u>SUPPLY CHAIN CLERK: VARIOUS COMPONENTS REF NO: 3/3/1/12/2025 (X1 POST)</u> Directorate: Middelburg, Eastern Cape
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Demand and Acquisition Management
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: 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. Job related skills: Planning and organising skills, Computer skills, Language, Good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms A Heyns Tel No: (049) 802 6669
<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 SCMVCrecruit122025@nda.agric.za
<u>NOTE</u>	:	African Male, Coloured Male, Indian Male, White Male or female and persons with disability.

DEPARTMENT OF DEFENCE



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

OTHER POSTS

- POST 44/04** : **ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/01
- SALARY** : R325 101 - R382 959 per annum (Level 07)
- CENTRE** : Area Military Health Unit Northern Cape (AMHU NC), Kimberley
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : Ensure all patient related tasks, reception, data capturing, management of medical debts, management of accounts, spectacle services. Managing health records. The applicants will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record and telephonic enquiries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties.

<u>ENQUIRIES</u>	:	Major L.D. Masalisa Tel No: (053) 830 3225. Lieutenant Colonel G.B. Pholo Tel No: (053) 830 3166/43
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, AMHU NC, Kimberly, Private Bag X5056, Kimberly, 8301 or hand deliver to Florence Street Diskobolos, Kimberley, 8325 or email to Monare.Lehong@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 44/05</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/02</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Area Military Health Unit Western Cape (AMHU WC), Wynberg
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Ensure compliance with office administration by prioritising tasks efficiently, schedule name list, and leave administration, typing and amending of documents, client surveys. Support to managers with regards to adherence to target dates, preparing of presentations. Assist with processing documents with regards to members administration in the department e.g. contract renewal or terminations, verification of qualifications. Ensure employees adhere to the policy and doctrine guidelines pertaining to clearing in and out, leave, course nomination studies at state expense, taking over of study loans, renewal of contracts, application to attend seminar and symposium.
<u>ENQUIRIES</u>	:	Major Nkonzo Tel No: (021) 799 6893. WO2 Ndebele Tel No: (021) 799 6892
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, AMHU WC, Wynberg, Private Bag X10, Wynberg, 7824 or hand deliver to Burren Road Wynberg, 7824 or email to Monare.Lehong@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 44/06</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/03</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Institute for Maritime Medicine (IMM), Cape Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling monthly, quarterly and annual statistics for management. Retrieve records for HCPs/management. Facilitate medical authorities. Medical debtor and invoice management.
<u>ENQUIRIES</u>	:	Major A. Haman Tel No: (021) 787 4507/4497 Mr B.O. Xhalabile Tel No: (021) 787 4026
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to Monare.Lehong@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 44/07</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/04 (X5 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling quarterly and monthly statistics for management. Retrieve records for HCPs/management. Problem solving and supervisory duties. Working daily/night shift hours.
<u>ENQUIRIES</u>	:	Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane Pretoria, or hand deliver to 1026 Voortrekker Road Thaba Tshwane 0187 or email to Azwimbavhi.Khorommbi@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 44/08</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/05 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	2 Military Hospital, Wynberg
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling monthly, quarterly and annual statistics for management. Retrieve records for HCPs/management. Facilitate medical authorities. Medical debtor and invoice management.
<u>ENQUIRIES</u>	:	Major L.M. Thebe Tel No: (021) 799 6577 or WO2 Wes Tel No: (021) 799 6454
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@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.

POST 44/09 : **ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/06 (X4 POSTS)

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : 3 Military Hospital, Bloemfontein
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

DUTIES : Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling weekly and monthly statistics for management. Retrieve records for HCPs/management. Problem solving. Facilitate medical authorities. Medical debtor and invoice management.

ENQUIRIES : Maj L. Tshita Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, hand deliver to 3 Military Hospital, Furstenburg road, Tempe, Bloemfontein or email to Manare.Lehong@dod.mil.za

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

POST 44/10 : **ADMINISTRATION CLERK: PRODUCTION (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/07

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Institute for Maritime Medicine (IMM). Simonstown
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Language skills. Proven ability to communicate effectively (written and verbally). Computer literacy. A typing test will be required of all candidates interviewed.

DUTIES : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic / ward reception and secretarial duties. Processing and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.

ENQUIRIES : Major A. Haman Tel No: (021) 787 4507/4497. Mr B.O. Xhalabile Tel No: (021) 787 4026

APPLICATIONS : Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to Monare.Lehong@dod.mil.za

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

POST 44/11 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/08**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Military Veterinarian Institute (MVI), Potchefstroom
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices

		as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	S/Sgt L.G. Kola at 081 289 3098
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Military Veterinarian Institute, Potchefstroom, Private Bag X11, Noordbrug, 2522 or hand deliver to 2531 Tigermoth Street, Military Base Veterinarian Institute, Potchefstroom or email to Monare.Lehong@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 44/12</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/09</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Medical Battalion Group (MED BN GP), Durban
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
<u>ENQUIRIES</u>	:	Sgt R.S. Khuzwayo Tel No: (031) 451 1187/832
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 1 Med Bn Gp, Durban, 4000 or hand deliver to 1 Med Bn Gp, 427 Anton Lembede Street or email to Monare.Lehong@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 44/13</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION (PATIENT ADMINISTRATION) REF NO: SG 04/44/25/10 (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of patient administration, secretarial, reception and mainframe experience will be an added advantage. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal

		directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic / ward reception and secretarial duties. Processing and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.
<u>ENQUIRIES</u>	:	Lt Col. A.E. Khorombi Tel No: (012) 314 0355. Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane Pretoria, or hand deliver to 1026 Voortrekker Road Thaba Tshwane, 0187 or email to Azwimbavhi.Khorombi@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 44/14</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION: (PATIENT ADMINISTRATION REF NO: SG 04/44/25/11 (X5 POSTS))</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) 2 Military Hospital, Wynberg, Cape Town A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of reception and mainframe experience will be an added advantage. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving, capturing and scanning of medical records. Rendering a comprehensive reception and secretarial service. Ensuring correct referral documentation for referred patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Major L.M. Thebe Tel No: (021) 799 6577 or WO2 Wes Tel No: (021) 799 6454 Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@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 44/15</u>	:	<u>PERSONNEL OFFICIAL: PRODUCTION REF NO: SG 04/44/25/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Military Health Training Formation, Lephalale A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Provide personnel administration clerical support services within the Head Quarter. Facilitate and provide administrative support for the Implementation of conditions of service and service benefits (Leave, Housing, Medical, S & T, injury on duty, long service recognition, overtime, relocation, pension, allowances and termination of service. Noticas and Awol Administration. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSOL. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	Col M.R. Mphashi Tel No: (015) 299 3701. WO1 L.A. Alberts Tel No: (015) 299 3743

<u>APPLICATIONS</u>	:	SAMHS Training Centre Lephale, Private bag X7503, Lephale, 0557 or hand deliver to SAMHS Training Centre Lephale, Overwacht Ave, Onverwacht, 0557 or email to ChiefPersClerk.MHTF@dod1.stmil.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 44/16</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Military Health Combat Training Centre, Lohatla
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of various filing systems. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.
<u>ENQUIRIES</u>	:	Maj G.A. Nienaber Tel No: (053) 321 2366 or Sgt C.J.F. Louw Tel No: (053) 321 2189
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangaan Road, Postmasburg, 8420 or email to Monare.Lehong@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 44/17</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	3 Military Hospital, Bloemfontein
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution

		of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2213
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, or hand deliver to 3 Military Hospital, Furstenburg road, Tempe Military base, Bloemfontein or email to Monare.Lehong@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 44/18</u>	:	<u>SECRETARY REF NO: SG 04/44/25/15</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Area Military Health Unit North West
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Capt R. Mokgathe Tel No: (018) 289 1305
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit North West Human Resource Office, Private Bag X2011, Noorbrug, Potchestroom, 2351 or hand deliver at Area Military Health Unit, Gen Koosdelare Road or email to Monare.Lehong@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 44/19</u>	:	<u>SECRETARY REF NO: SG 04/44/25/16</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Area Military Health Unit Western Cape
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Maj T.B. Nkondo Tel No: (021) 799 6893
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Area Military Health Unit Western Cape, Private Bag X10 Wynberg, 7824 or hand deliver to Area Military Health Unit Buren Road or email to Monare.Lehong@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 44/20</u>	:	<u>SECRETARY REF NO: SG 04/44/25/17</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Institute for Aviation Medicine (IAM). Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Col W.S. Mntambo Tel No: (012) 671 6800

<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Institute for Aviation Medicine Private Bag X3, Lyttleton, Pretoria, 0140 or hand deliver to Institute for Aviation Medicine Cnr North & Lionel Slade Avenue Centurion, 0157 or email to Wilson.Mntambo@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 44/21</u>	:	<u>SECRETARY REF NO: SG 04/44/25/18</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Military Heath Training Support Formation. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	WO1 M.E Khasi Tel No: (012) 671 5403
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Support formation HQ, Private Bag X1019, Lyttleton, 0140 or hand deliver to 4 Avro Road Lyttleton, 0140 or email to Monare.Lehong@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 44/22</u>	:	<u>SECRETARY REF NO: SG 04/44/25/19</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Military Heath Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirement (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises

with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES
APPLICATIONS**

: Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
: Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.za

NOTE

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

POST 44/23

: **SECRETARY (X4 POSTS)**

**SALARY
CENTRE**

: R228 321 - R268 950 per annum (Level 05)
: SAMHS HQ. Directorate Psychology Ref No: SG 04/44/25/20A
: SAMHS HQ. Directorate Social Work Ref No: SG 04/44/25/20B
: SAMHS HQ. Directorate HRM Ref No: SG 04/44/25/20C
: SAMHS HQ. Corporate Communication Ref No: SG 04/44/25/20D

REQUIREMENTS

: A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

DUTIES

: Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

<u>ENQUIRIES</u>	:	Ms K.S. Ledwaba Tel No: (012) 671 5097/5099
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Private Bag X102, Centurion, 0046 or hand deliver to LEW Building, Block A 388 Cnr Selborne and Trichard Ave, Lyttelton or email to Monare.Lehong@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 44/24</u>	:	<u>SECRETARY REF NO: SG 04/44/25/21</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Military Hospital, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that NOTE: It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>ENQUIRIES</u>	:	Lt Col. A.E. Khorombi Tel No: (012) 314 0355 or Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Heath Service 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or hand deliver to 1026 Voortrekker Road, Thaba Tshwane, Centurion, 0187 or email to Azwimbavhi.khorombi@dod.mil.za
<u>POST 44/25</u>	:	<u>SECRETARY REF NO: SG 04/44/25/22</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the

director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES
APPLICATIONS**

: Lt Col S. Helm Tel No: (021) 799 6258. Maj L.M. Thebe Tel No: (021) 799 6107
: 2 Military Hospital Private Bag X4 Wynberg, 7824 or hand deliver to 2 Military Hospital Road, Hospital Street, Wynberg, 7800 or email to 2milhr@dod.mil.za

NOTE

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

POST 44/26

: **SECRETARY REF NO: SG 04/44/25/23**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: 7 Medical Battalion Group. Pretoria.
: A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

DUTIES

: Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES
APPLICATIONS**

: WO1 M.M. Van Denberg Tel No: (012) 671 6845
: Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Littleton, Pretoria, 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Littleton, Pretoria or email to Monare.Lehong@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 44/27</u>	:	<u>SECRETARY REF NO: SG 04/44/25/24</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	8 Medical Battalion Group. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Maj M.M Jager Tel No: (012) 671 6403
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Littleton, Pretoria, 0140 or hand deliver to 8 Medical Battalion Group, Tek Base, Littleton, Pretoria or email to Monare.Lehong@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 44/28</u>	:	<u>HANDYMAN REF NO: SG 04/44/25/25</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Area Military Health Unit Gauteng
<u>REQUIREMENTS</u>	:	A minimum of ABET (Level 4) qualification and 0-6 Months relevant experience is required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of equipment. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Conduct regular unit inspections. Attend to minor electrical, plumbing and carpentry problems. Maintain of office equipment and furniture. Repair broken furniture and equipment's. Report defects. Safekeeping of maintenance tools and supplies. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of the unit areas.
<u>ENQUIRIES</u>	:	WO2 H.P. Beer Tel No: (012) 314 3145

<u>APPLICATIONS</u>	:	Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to Monare.Lehong@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 44/29</u>	:	<u>CLEANER REF NO: SG 04/44/25/26 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Gauteng A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 H.P. Beer Tel No: (012) 314 3145 Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to Monare.Lehong@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 44/30</u>	:	<u>CLEANER REF NO: SG 04/44/25/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Kwa- Zulu Natal A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col B.P Mnyabu Tel No: (031) 451 1900 Department of Defence, Area Military Health Unit Kwa-Zulu Natal, Private Bag X05, Bluss, 4036 or hand deliver to 1 Lighthouse Road, Bluss HQ building or email to Monare.Lehong@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 44/31</u>	:	<u>CLEANER REF NO: SG 04/44/25/28</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Limpopo

<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	Maj L.W Rambau Tel No: (015) 299 3110
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane, 0700 or hand deliver to Cnr Rissik & Dork Polokwane, 0700 or email to Monare.Lehong@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 44/32</u>	:	<u>CLEANER REF NO: SG 04/44/25/29 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Military Health Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Human Resource Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143, or hand deliver to Military Health Training Formation, 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.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 44/33</u>	:	<u>CLEANER REF NO: SG 04/44/25/30</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	7 Medical Battalion Group. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain

		cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	WO1 M.M. Van Denberg Tel No: (012) 671 6845
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Littleton, Pretoria, 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Littleton, Pretoria or email to Monare.Lehong@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 44/34</u>	:	<u>CLEANER REF NO: SG 04/44/25/31 (X12 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms by dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.
<u>ENQUIRIES</u>	:	Lt Col S. Helm Tel No: (021) 799 6258 or Maj L.M. Thebe Tel No: (021) 799 6107
<u>APPLICATIONS</u>	:	2 Military Hospital Private Bag X4 Wynberg, 7824 or hand deliver to 2 Military Hospital Road, Hospital Road Wynberg Military Base, Cape Town or email to 2milhr@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 44/35</u>	:	<u>CLEANER REF NO: SG 04/44/25/32 (X10 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R 163 131 per annum (Level 02)
<u>CENTRE</u>	:	3 Military Hospital. Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2273
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenburg Road, Tempe Military Base 9324 or email to Monare.Lehong@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 44/36</u>	:	<u>CLEANERS REF NO: DOD HQ/29/44/25 (X8 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R 163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience needed. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Be able to work independently. Basic knowledge of health and safety.
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the buildings, and other allocated areas by cleaning offices, corridors, elevators and boardrooms e.g. dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins. Collect and removing of waste papers. Freshen the office areas. Ensure the kitchen is clean by cleaning of basins. Washing and keeping stock of kitchen utensils. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Report broken cleaning machine, any losses, damages, and theft observed to your immediate supervisor and ensure safekeeping of office/storeroom keys.
<u>ENQUIRIES</u>	:	Maj I.E. Chake Tel No: (012) 355 5526, Lt R.R. Smith Tel No: (012) 355 5258 and Mr M.S. Thakathayo Tel No: (012) 355 5384
<u>APPLICATIONS</u>	:	Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag X161, Erasmuskloof, Pretoria, 0001, or hand deliver at Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213 or email to keith.Dunmore@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 44/37</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/33</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Area Military Health Unit Eastern Cape.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Maj D.P. Monyeki Tel No: (041) 505 1060/1062
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit Eastern Cape, Private 6000 Port Elizabeth or hand deliver to Army Support Base Eastern Cape, Military Base Gqeberha Willow driver Forest hill or email to Monare.Lehong@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 44/38</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/34 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Area Military Health Unit Limpopo
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and

		garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Maj L.W Rambau Tel No: (015) 299 3110
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane, 0700 or hand deliver to Cnr Rissik & Dork Polokwane 0700 or email to Monare.Lehong@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 44/39</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/35</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Area Military Health Unit North West
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Maj S.I.Legoete Tel No: (018) 289 1140
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit North West, Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom, 2351 or hand deliver to Gen koosdelare Road, Potchestroom, 2351 or email to Monare.Lehong@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 44/40</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/36 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Military Veterinarian Institute. Potchefstroom
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	S/Sgt L.G. Kola at 081 289 3098
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Military Veterinarian Institute, Potchefstroom, Private Bag X11, Noordbrug, 2522 or hand deliver to 2531 Tigermoth Street, Military Base Veterinarian Institute, Potchefstroom or email to Monare.Lehong@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 44/41</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/37</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	8 Medical Battalion Group. Pretoria.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Maj M.M Jager Tel No: (012) 671 6403
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Littleton, Pretoria, 0140 or hand deliver to 8 Medical Battalion Group, Grunberg Leon Street Tek Base, Littleton, Pretoria or email to Monare.Lehong@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 44/42</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/38</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Lt Col S. Helm Tel No: (021) 799 6258. Maj L.M. Thebe Tel No: (021) 799 6107
<u>APPLICATIONS</u>	:	2 Military Hospital Private Bag X4, Wynberg, 7824 or may hand deliver to 2 Military Hospital Road, Hospital Road Wynberg Military Base, Cape Town or email to 2milhr@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 44/43</u>	:	<u>FOOD SERVICES AID REF NO: SG 04/44/25/39 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Military Health Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Cleaning of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients.

		Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls.
<u>ENQUIRIES</u>	:	Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.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 44/44</u>	:	<u>FOOD SERVICES AID REF NO: SG 04/44/25/40</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 2)
<u>CENTRE</u>	:	3 Military Hospital. Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Cleaning of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly, ensure that the diet lists are taken in time to the kitchen.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2273
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenburg Road, Tempe Military Base, 9324 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	12 December 2025 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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)

OTHER POSTS

<u>POST 44/45</u>	:	<u>PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/7/52</u>
<u>SALARY</u>	:	R1 245 564 - R1 381 647 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Mpumalanga, Emalahleni
<u>REQUIREMENTS</u>	:	Masters' degree qualification in Psychology. Three (3) years appropriate experience as psychologist after registration with HPCA as a

		counselling/industrial psychologist, statutory body requirements, Registration with HPCSA as a Psychologist. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes, Relevant government strategies.
<u>DUTIES</u>	:	Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in Labour Centres. Establish programmes for career counsellors in the province, ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LL Shawe Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Emalahleni LC, Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: Jobs-MP-BS@Labour.gov.za
<u>POST 44/46</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFS/UIF (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Financial Information Systems / Computer Science / Information System / Information Technology at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which two (2) must be functional experience and two (2) years' experience at practitioner level in Financial Systems Administration Environment. Knowledge: Treasury Regulations. Accounting Principles. Financial Management Processes and Procedures. Financial Systems development. Software, coding and programming used in the financial and related systems (SQL). Skills: Communication (Verbal and Written). Listening. Analytical. Presentation. Problem Solving. People Management. Innovative and Creative. Report Writing. Time Management. Planning and Organising. Interpretation. Advance Computer literacy.
<u>DUTIES</u>	:	Co-ordinate and monitor user access and system security and maintain a Call Register for all service requests and incidents. Facilitate the development of new system requirements, enhancements and changes. Verify the integration of the financial system, co-ordinate exception transactions and load financial data. Co-ordinate the supply of information and reports and provide high-level user support. Manage resources (Human, Assets and Budget).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KS Faro Tel No: (012) 337 1401
	:	email: Jobs-UIF1@labour.gov.za
<u>POST 44/47</u>	:	<u>INSPECTOR REF NO: HR4/4/7/53</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Emalahleni
	:	Three (3) year tertiary qualification in Labour Relations/ B-Tech Degree in Labour Relations / LLB Electrical Engineering / Mechanical Engineering / Environmental Health / Analytical Chemistry /Chemical Engineering / Civil & Construction Engineering. A valid driver's license. Two (2) years functional experience in Inspection and enforcement Services (BCEA)/ OHS. Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act. UI Contribution Act, Employment Equity Act, Immigration Act.
<u>DUTIES</u>	:	plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, basic conditions of employment act (BCEA), labour relations act (LRA), employment equity act (EEA), unemployment insurance act (UIA), compensation for occupational injuries and diseases act (COIDA), occupational health and safety (ohs), and UI contribution act (UCT).plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in court as a state witness. plan and conduct allocated proactive (blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. plan and conduct advocacy campaigns on all labour legislation independently, analyse

		impact and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr E Masemola Tel No: (013) 653 3800/656 1422-8
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Emalahleni LC, Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: Jobs-INSP-MAL@LABOUR.gov.za
<u>POST 44/48</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Volksrust Ref No: HR4/4/7/54 (X1 Post)
	:	Labour Centre: Barberton Ref No: HR4/4/7/55 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Business Management / Public Management. Two (2) years functional in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Schemes. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Ms L Mashigo Tel No: (013) 764 2105/6
	:	Mr N Makgaba Tel No: (013) 712 3066
<u>APPLICATIONS</u>	:	Acting Deputy Director Labour Centre Operations: Private Bag X9023 or hand deliver at Acker Building Room5, Laingsnek, Street, Volksrust, Email: Jobs-MPU-RAIM@LABOUR.gov.za
	:	Acting Deputy Director Labour Centre Operations: Private Bag X1634 or hand deliver at Eurika Centre, Shop no11, Nourse Street, Barberton, Email: Jobs-MPU-ICT@LABOUR.gov.za
<u>POST 44/49</u>	:	<u>PERFORMANCE INFORMATION MANAGEMENT (PIM) REF NO: HR4/4/7/56</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF level six) in Statistics/ Economics/ Public Administration/ Monitoring and Evaluation. One-year functional experience in Data Management/ Monitoring and Evaluation. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology.
<u>DUTIES</u>	:	Capture Performance information data received from Branches/Units for the compilation of Provincial monthly/quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial reports. Manage the Provincial resource Centre/Library.
<u>ENQUIRIES</u>	:	Mr LH Moloabi Tel No: (013) 656 8700
<u>APPLICATIONS</u>	:	Acting Deputy Director: Labour Market Information and Statistics, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni OR Email: Jobs-MPU-LMIS@LABOUR.gov.za
<u>POST 44/50</u>	:	<u>CLIENT SERVICE OFFICER: EMPLOYER SERVICES (X50 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/9/01 (X1 Post)
	:	Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/9/02 (X1 Post)
	:	Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/9/03 (X1 Post)

Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 9/04 (X1 Post)

Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/9/05 (X1 Post)

Craddock Labour Centre Ref No: HR4/4/9/06 (X1 Post)

Labour Centre: Craddock but stationed at Somerset East Satellite Office Ref No: HR4/4/9/07 (X1 Post)

Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/9/08 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/9/09 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/9/10 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR4/4/9/11 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/9/12 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/9/13 (X 1 Post)

Labour Centre: Graaf-Reinet Ref No: HR4/4/9/47 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/9/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/9/15 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/9/16 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR4/4/9/17 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office Ref: HR4/4/9/18 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR4/4/9/19 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR4/4/9/20 (X 1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR4/4/9/21 (X1 Post)

Labour Centre: Kariega but stationed at Humansdorp Satellite Office Ref No: HR4/4/9/22 (X1 Post)

Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR4/4/9/23 (X1 Post)

Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR4/4/9/24 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR4/4/9/25 (X1 Post)

Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR4/4/9/26 (X1 Post)

Labour Centre: Komani Labour Centre Ref No: HR4/4/9/48 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR4/4/9/27 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR4/4/9/28 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR4/4/9/29 (X1 Post)

Labour Centre: Makhanda -Ref No: HR4/4/9/30 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR4/4/9/31 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office Ref No: HR4/4/9/32 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office – Ref No: HR4/4/9/33 (X1 Post)

Labour Centre: Maletswai Ref: HR4/4/9/49 (X1 Post)

Labour Centre: Mdantsane Ref No: HR4/4/9/34 (X1 Post)

Labour Centre: Mdantsane but stationed at High Way Satellite Office Ref No: HR4/4/9/35 (X1 Post)

Labour Centre: Mdantsane but stationed at Berlin Satellite Office Ref No: HR4/4/9/36 (X1 Post)

Labour Mthatha: Centre Ref No: HR4/4/9/37 (X1 Post)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/9/38 (X2 Posts)
 Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/9/39 (X1 Post)
 Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/9/40 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/9/41 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/9/42 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/9/43 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/9/44 (X1 Post)
 Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/9/45 (X1 Post)
 Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/9/46 (X1 Post)

REQUIREMENTS

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES

: Provide screening services, Process applications for UIF Benefits, Register payment continuation forms, Provide administrative functions.

ENQUIRIES

: Ms N Getyeza Tel No: (047) 491 0656
 Ms L Nongena Tel No: (039) 254 7201
 Mr T Mgudane Tel No: (046) 645 7700
 M. N Mkonto Tel No: (048) 881 3010
 M. S Mshumpela Tel No: (049) 892 2142
 M. M Njamela Tel No: (043) 702 7500
 M. W Koba Tel No: (041) 995 7047
 Ms S Zaula Tel No: (047) 501 5600
 Ms. N Mtwla Tel No: (039) 253 1996
 Mr. S Thambo Tel No: (045) 807 5477
 Ms. N Ntlokwana Tel No: (046) 622 2104
 Mr Mbande Tel No: (043) 718 8380
 Mr R Mbali Tel No: (051) 633 2633
 Ms N Mvanyashe Tel No: (045) 932 1077

APPLICATIONS

: Deputy Director: Labour Centre Operations: Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building, Fort Beaufort, 5720. Email: Jobs-ECFOB@labour.gov.za
 Deputy Director: Labour Centre Operations: PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: Jobs-ECCRD@labour.gov.za
 Deputy Director: Labour Centre Operations: PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street, Graaf-Reinet, 6280. Email: Jobs-ECGRN@labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X5080, Mthatha, 5100, Hand deliver at No.8 Cnr Maderia and Elliot Street, Mthatha Email Jobs-ECUTT@labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X9084, East London, 5200, Hand deliver at 10 Cnr. Oxford and Hill Street, IG Building, East London, 5201. Email: Jobs-ECELN@labour.gov.za

Deputy Director: Labour Centre Operations: P.O. Box 562, Kariega, 6230, Hand deliver at 15A Chase Street Kariega 6230. Email: Jobs-ECUHT@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219, Hand deliver at No.1 Mazaule Street NU1, Mdantsane, 5219 Email: Jobs-ECMDS@labour.gov.za

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

Deputy Director: Labour Centre Operations: PO Box X342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

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

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

Deputy Director: Labour Centre Operations: PO Box X148, Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai, 9750. Email: Jobs-ECALN@labour.gov.za

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

Deputy Director: Labour Centre Operations

FOR ATTENTION

POST 44/51

SALARY CENTRE

: **CLIENT SERVICE OFFICER: QAULITY ASSURANCE (X47 POSTS)**

: R269 499 per annum

: Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/9/01 (X1 Post)

: Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/9/02 (X1 Post)

: Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/9/03 (X1 Post)

: Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 9/04 (X1 Post)

: Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/ 9/05 (X1 Post)

: Cradock Labour Centre Ref No: HR4/4/9/06 (X1 Post)

: Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/9/07 (X1 Post)

: Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/9/08 (X1 Post)

: Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/9/09 (X1 Post)

: Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/9/10 (X1 Post)

: Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR4/4/9/11 (X1 Post)

: Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/9/12 (X1 Post)

: Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/9/13 (X1 Post)

: Labour Centre: Graaf-Reinet Ref No: HR 4/4/9/14 (X1 Post)

: Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/9/15 (X1 Post)

: Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/9/16 (X1 Post)

: Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/9/17 (X1 Post)

: Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR4/4/9/18 (X1 Post)

: Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR4/4/9/19 (X1 Post)

: Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR4/4/9/20 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/9/21 (X1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/9/22 (X1 Post)

Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/9/23 (X1 Post)

Labour Centre: Komani Ref No: HR 4/4/9/24 (X2 Posts)

Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR/4/4/9/25 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR/4/4/9/27 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR/4/4/9/29 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR/4/4/9/30 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR/4/4/9/31 (X1 Post)

Labour Centre: Makhanda Ref No: HR 4/4/9/32 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR/4/4/9/33 (X1 Post)

Labour Centre: Maletswai Ref No: HR 4/4/9/34 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office –Ref: HR/4/4/9/35 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office Ref No: HR/4/4/9/36 (X1 Post)

Labour Centre: Mdatsane Ref No: HR4/4/9/37 (X2 Posts)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/9/40 (X2 Posts)

Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/9/41 (X1 Post)

Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/9/42 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/9/43 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/9/44 (X 1 Post)

Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/9/45 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/9/46 (X1 Post)

Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/9/47 (X1 Post)

Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/9/48 (X1 Post)

REQUIREMENTS

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES

: Provide screening services, Process applications for UIF Benefits, Register payment continuation forms, Provide administrative functions.

ENQUIRIES

: Ms N Getyeza Tel: 047 491 0656
 Ms L Nongena Tel; 039 254 7201
 Mr T Mgudane Tel; 046 645 7700
 Ms N Mkonto Tel; 048 881 3010
 Mr S Mshumpela Tel; 049 892 2142
 Mr M Njamela Tel: 043 702 7500
 Ms W Koba Tel: 041 995 7047
 Ms S Zaula Tel:047 501 5600
 Ms N Mtwla Tel; 039 253 1996
 Mr S Thambo Tel; 045 807 5477

APPLICATIONS

Ms N Ntlokwana Tel; 046 622 2104

Mr Mbande Tel; 043 718 8380

Mr. R Mbali Tel; 051 633 2633

Ms. N Mvanyashe Tel; 045 932 1077

Deputy Director: Labour Centre Operations, Private Bag X3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street, eMaXesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag x 9084, East London, 5200, Hand deliver at 10 Cnr. Oxford and Hill Street, IG Building East London 5201. Email: Jobs-ECELN@labour.gov.za

Deputy Director: Labour Centre Operations: P.O. Box 562. Kariega, 6230, Hand deliver at 15A Chase Street Kariega 6230. Email: Jobs-ECUHT@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219, Hand deliver at No.1 Mazaule Street NU1 Mdantsane 5219. Email: Jobs-ECMDS@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X5080, Mthatha, 5100, Hand deliver at No.8 Cnr Maderia and Elliot Street, Mthatha. 5100 Email Jobs-ECUTT@labour.gov.za

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

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

Deputy Director: Labour Centre Operations, Private Bag X 1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@labour.gov.za

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

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

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

Deputy Director: Labour Centre Operations

FOR ATTENTION

POST 44/52

SALARY CENTRE REQUIREMENTS

R269 499 per annum

Labour Centre: Ulundi (KZN)

Three (3) year recognised qualification at NQF 6 in the relevant field, ie. Labour Relations, BCOM Law, LLB. Valid Driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions, of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation Skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing Skills, Analytical, Verbal and Written communication skills, Employment Equity Act.

DUTIES

Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Executive investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive(Blitz) inspections regularly to monitor compliance with

		labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr TJ Nkosi Tel No: (035) 879 8800
<u>APPLICATIONS</u>	:	Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi 3838. For Online Application: Jobs-KZN3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 44/53</u>	:	<u>PROVISIONING CLERK REF NO: HR4/4/7/56</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office, Mpumalanga
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management Supply Chain Framework, LOGIS system, Preferential, Procurement Policy Framework Act, Departmental policies and procedures Skills: Client, orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	:	Ms N Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Deputy Director: Finance, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni OR Email: Jobs-MPU-SCM@LABOUR.gov.za

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	15 December 2025
<u>NOTE</u>	:	All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

<u>POST 44/54</u>	:	<u>DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: NDOH 86/2025</u> Chief-Directorate: Health System Digital Information Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF Level 7 qualification in Information Communication Technology / Information Technology and/or Computer Science. ICT Project Management and Change Management certificates will be an advantage. At least three (3) years' middle managerial/supervisory at ASD or equivalent level experience in Change management. Knowledge of change management principles, methodologies, and tools. Understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation, understanding of how people go through a change and change process, ICT standards, policies and procedures, familiarity with

		project management approaches, tools and phases of the project, knowledge of the health sector (Basic), National Health Insurance Plan, Public Service Regulation and Public Service Act as well as National Health Act/Bill. Good communication (verbal and written), team management, analytical, risk and issue management, strategic thinking and planning, conflict resolution, programme and project Management Methodologies, effective organizational and time management, resilience and teamwork skills. Ability to work independently and as part of a team and willingness to travel regularly. A valid driver's license.
<u>DUTIES</u>	:	Documenting and maintaining the Change Management policy, processes, and standards. Develop, implement and maintain ICT Change Management policies and procedures and ensure that the entire organization complies with the procedures. Develop and present Change Management reports as required. Establish, document, implement, manage, and monitor the Release Management policies and processes. Foster culture of change and communication.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at milani.Wolmarans@health.gov.za
<u>POST 44/55</u>	:	<u>DEPUTY DIRECTOR: SOFTWARE DEVELOPER REF NO: NDOH 87/2025</u> Chief-Directorate: Health System Digital Information Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF Level 7 qualification in Computer Science / Software Development / Information Communication Technology. A Software Development certification (e.g. JAVA, Microsoft, Open Source); Agile (e.g. Product Owner, Scrum Master) and Data Privacy or Cyber Security qualification, and Industry certification will be an advantage. At least three (3) years' middle management experience working with Software Development. Knowledge of database management systems, software development methodologies, and tools. Understanding of version control. Knowledge of Public Service Regulation and Public Service Act, Information Security and Cyber-Security related, Data Privacy, Compliance and Protection, Software Testing Stack, ICT standards, policies and procedures. Knowledge of National Health Act/Bill as well as National Health Insurance Plan. Good communication (verbal and written), analytical, technical and leadership, strategic thinking and planning, conflict and people management, effective organizational and time management, training management, resilience and assertiveness and ethical behaviour skills. Ability to work independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Collaborates with Business Analysts to implement on business requirements via the development of digital solutions. Develop & implements applications and programs for the backend processing systems for the NHIF including peer reviews and code reviews. Maintain source code and code branching of the software and facilitate best practices. Work within modern software development lifecycle methodologies (such as Agile or Business Change Lifecycle) to create consistent and regular development deliverables. Work within the framework for security, privacy, performance and scalability requirements and test software systems, identify bugs, debug, resolve the issues and create documents for the application changes.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>POST 44/56</u>	:	<u>DEPUTY DIRECTOR: USER ACCEPTANCE TESTING REF NO: NDOH 88/2025</u> Chief-Directorate: Health System Digital Information Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF Level 7 qualification in Information Technology / Bachelor of Science in ICT. ITIL and Cobit certificates will be an advantage. At least three (3) years' middle managerial experience/supervisory at ASD or equivalent level in User Acceptance Testing (UAT) or related field. Knowledge of UAT principles, methodologies, and tools. Knowledge of Software Development Life Cycle (SDLC) and testing, familiar with UAT tools and software (JIRA, TestRail etc.), Health System and its operational environment, Public Service Regulation and Public Service Act, NHI-Contextual and operation environment, Health Sector, National Health Act as well as National Health Insurance Plan. Sound knowledge of project management, providing leadership and work independently and adherence to project and reporting timelines. Good communication (verbal and written), ethical conduct, creative thinking, customer service orientation, diverse citizenship, problem analysis, technical proficiency and interpersonal skills. Ability to apply testing processes and terminology to practical scenarios as well as multi-task and test different applications. A valid driver's license.
<u>DUTIES</u>	:	Define UAT testing plans and requirements. Setup and maintain test environment. Liaise with stakeholders to address and resolve any issues that might arise during user acceptance testing. Record and document UAT cases and sign-off acceptance certificates on completion of all test cases. Perform User Acceptance Testing (UAT) – perform test cases on Jira. Manage resources, risk and audits.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>POST 44/57</u>	:	<u>LEGAL ADMINISTRATTION OFFICER MR 5 REF NO: NDOH 89/2025</u> Directorate: Legal Services
<u>SALARY</u>	:	R464 634 – R1 111 323 per annum, as per OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and LLB or equivalent qualification in law. At least eight (8) years appropriate post qualification legal experience providing legal advice and drafting of legal opinion, negotiating, scrutinizing, drafting, editing legal documents and/or contracts/ legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statues, Civil Litigation, Intergovernmental Relations Framework as well as procurement prescripts. Knowledge and understanding of legislative drafting process and rules of Parliament. Knowledge and understanding of all pieces of legislation administered by the Department, as well as other pieces of legislation that in same or other way impacts on the functions being performed in the Department. Excellent communication (verbal and written), good interpersonal and computer skills (MS Office package). Ability to function under pressure. Willingness to travel frequently and work long and irregular hours.
<u>DUTIES</u>	:	Draft legislation, regulations, executive Acts, international agreements, memoranda of understanding and other legal instruments. Ensure legislation are processed timeously. Drafting, editing and amending service level agreements, contracts, memoranda of understanding and international agreements. Provision of legal opinion to the Department and Ministry. Identify issues and apply the law to facts. Management and co-ordination of litigation. Identify measures to avoid litigation. Liaise with the state attorney timeously to ensure compliance with Court Rules and proper representation of the defendant; and identify and analyse litigation trends.
<u>ENQUIRIES</u>	:	Adv M Moabelo Tel No: (012) 395 9512
<u>POST 44/58</u>	:	<u>PERSONAL ASSISTANT REF NO: NDOH 90/2025</u> Branch: Health Regulations and Compliance Management
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate and NQF 6 in Office Administration/Office Management/Business Management/Business Administration/Management Assistant/ Secretarial Diploma as recognized by SAQA. At least three (3) years' experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Good communication (verbal and written), telephone etiquette, planning, organizing and computer skills (MS Office

package). Ability to act with tact and discretion. Ability to research and analyze documents and situations

DUTIES

- :
- Provides a secretarial/receptionist support service to the manager. Coordinates with and sensitizes/advises the manager regarding engagements. Rendering administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the manager. Provides support to manager regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the manager with the administration of the manager's budget. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending.

ENQUIRIES

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

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(South Cape TVET College)
(Tshwane North TVET College)

OTHER POSTS

<u>POST 44/59</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL SKILLS & PROJECTS REF NO: TNC/CO/25 – 11/1</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognized 3-year National Diploma or Degree in Education or any other relevant qualification. A minimum of 3 years supervisory experience in education or teaching and learning environment, preferably in the Public Sector or Institution of Higher Learning. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge and Skills: Knowledge of the relevant prescripts, legislation and regulations governing the TVET and Public Service sector. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the higher education sector. Must have good verbal and written communication, inter-personal, people management, planning and organizing, presentation, report writing, problem solving, analytical, client orientated and project management skills. Must be committed and proactive.
<u>DUTIES</u>	:	Identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required. Identify programme gaps, conduct feasibility assessments and introduce new, responsive programmes. Develop a responsive, flexible curriculum based on local needs. Facilitate new programme decisions and manage the planning process. Implement and maintain programme quality systems and processes including assessment, moderation and performance records. Develop and manage occupational programme budgets and report on programme performance. Identify learner material, equipment and other resource requirements. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and manage all related expenditure. Track progress against targets and budgets. Report on learnership project progress and performance. Review the learnership policy and monitor compliance. Manage the registration of students and the signing of contracts. Establish and maintain records, registers and document management systems for students and facilitators. Manage the payments to facilitators and learnership delivery sites. Manage and oversee the performance and development of learnership facilitators. Identify facilitator skills and performance gaps and facilitate interventions. Ensure the implementation of best practice teaching practices across the programmes (e.g. lesson plans). Report to the Academic Board. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Address concerns and issues raised by project team members and stakeholders. Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options. Identify simulation options at the College (in collaboration with the Business Development Manager). Implement systems to monitor the quality of workplace student experience. Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS NOTE</u>	:	Email to ASDOccupational@tnc.edu.za
	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/60</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: TNC/CO/25 – 11/2</u> Nature of Appointment: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10), plus benefits Central Office
	:	Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Education (NQF Level 6) or equivalent. An Honours degree will be an added advantage. A minimum of 3 years in a supervisory experience in managing assessment, conducting external examinations as well as Teaching and Learning in the TVET sector. Experience as a national examiner and/or moderator will be an added advantage. A valid SACE Certificate. Computer literate in MS Office 365 (Word, Excel, PowerPoint, and Outlook). Experience in managing training of examination officials. Knowledge and understanding of the TVETMIS and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Excellent leadership and management skills. Contract management principles and practices. Basic budgeting principles and practices. Excellent verbal and written communication skills including presentation and report writing- skills. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on assessment & examination e-learning platforms. A valid driver's license. Ability to work long hours and under pressure. Willingness to travel.
<u>DUTIES</u>	:	Manage the college examination and assessments section. Standardisation of ICASS assessments across campuses. Coordinate collaboration groups and subject committees on the setting of quality and standardised assessment tasks and moderation thereof. Coordinate the Site-Based Assessments (SBA) as per the DHET Policies and Guidelines. Manage the internal marking centres at campuses. Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET. Ensuring the submissions of all term marks to MIS are done timeously. Verification of submitted college term marks on assessments and final resulting. Support the integrity of the implementation of ISAT at all campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness at all campuses. Manage the process of resolving pending results. Monitor and support distribution point managers. Oversee the implementation of DHET/College management plans concerning assessments and examinations. Liaise between the college and DHET on all the examination and assessment related matters. Develop, review, and implement the college examination related policies. Provide guidance and assistance to the graduation committee. Writing of reports as and when required, inclusive of broad management and academic board reports.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS NOTE</u>	:	Email to ASDExaminationservices@tnc.edu.za
	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/61</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT</u> <u>REF NO: TNC/CO/25 – 11/3</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	National Senior Certificate or NC(V) Level 4 certificate. A recognized undergraduate qualification / Bachelor's degree / National Diploma (NQF level 6) in Purchasing Management / Logistics Management / Supply Chain Management or related qualification. A minimum of 3 years supervisory experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts). Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Practical knowledge of managing three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing, and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of legislative framework and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. A valid driver's license.
<u>DUTIES</u>	:	Ensure compliance with Supply Chain Management processes and procedures. Develop and implement the College Supply Chain Strategy in terms of Demand, Acquisition and Contract Management. Perform contract management function and ensure compliance. Give progress to the end user regarding the submitted requests for goods, services and or works. Supervise and lead a team that renders demand, acquisition, contracts, and risk and performance management. Conduct needs analysis, develop Annual Procurement Plan, and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the College on SCM matters, develop, implement, and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Unit. Manage the College's Assets Unit. Take overall responsibility for the addition and disposal of the college's assets. Manage the asset verification process and the update of the asset register. Manage the college's inventories.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS</u>	:	Email to ASDSupplychain@tnc.edu.za
<u>NOTE</u>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/62</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: S34/2025</u> (Permanent College Council Appointments with a 12 month probationary period)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37 % service benefits
<u>CENTRE</u>	:	Central Office – George
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus an appropriate qualification NQF Level 6 in supply chain management, purchasing management, procurement, logistics or financial management or equivalent appropriate tertiary qualification as recognized by SAQA. 5 years' experience in the Supply Chain Management environment or any relevant field, in which 3 years must be supervisory experience in Supply Chain Management environment or relevant field. A valid driver's license. Computer Literacy (MS Office). Skills: Knowledge and understanding of the PMFA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. In-depth understanding of Tender processes, Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Willing to work long hours including beyond normal working hours and weekends, Ability to effectively communicate in at least two of the three official languages of the Western Cape. Skills: Administrative skills, planning and organising, Financial planning and management, Report writing, communication and interpersonal skills, problem solving. Project management. Project management. Budgeting, Supply Chain and Financial Planning and Management. Team leadership. Self-management. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal. Managing interpersonal Conflict, impact and influence, Diversity Management.
<u>DUTIES</u>	:	Develop, review, implement and monitor college SCM Policies in line with relevant legislation: Ensure that all procurement is following the Supply Chain (SCM) policies and procedures of the college. Co-ordinate and execute the quotation and bidding processes. Ensure that all official orders are compiled and authorized within three days from the date of recipients of quotations or comparative schedules. Align procurement plan, policies and strategies with the annual budget. Ensure that appropriate policies and processes are put in place for risk management. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Prepare and accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Serve as the point of contact for customers and contractual matters. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Render and monitor contract administration support service and

compliance. Ensure monthly, quarterly and annual reporting. Ensure prevention of fraud and abuse of the SCM system interventions. Respond to investigations and audit queries. Oversee the administration of demand and acquisition: Provide advice and brief in Bid Specification Committee meetings in drafting the terms and reference/specification and advice at the Bid Evaluation Committee meetings, Oversee the proper functioning of the committees. Oversee the proper functioning of the committees. Provide secretariat support to the Bid Adjudication Committee (BAC). Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Implement physical stock assessment and procedures on available goods and items issued. Manage preparation of logistics for the Evaluation and Adjudication Committees. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Compile management reports on issued, receipt, shortages and variances of stock levels. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the relocation of redundant. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Ensure an up-to-date database of service providers: Oversee the development and utilization of a supplier database. Ensure that all supplier's information and documentation are confidential. Ensure continuous maintenance of database. Monitor the TVET college suppliers' database on the SCM system. Monitor suppliers' delivery performance and rotation of suppliers. Management of staff development: Render management service to staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM subordinates.

**ENQUIRIES
APPLICATIONS**

: Mr. N Jacobs Tel No: (044)8840359
: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

**FOR ATTENTION
NOTE**

: Ms Zoleka Maimane
: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
12 December 2025 before 16:00

CLOSING DATE

POST 44/63

: **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: PS35/2025**
(Permanent College Council Appointment with a 12 months probationary period)

SALARY

: R468 459 per annum (Level 09), plus 37% service benefits

<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric/NC(V) Level 4 plus an accredited 3-years Degree/Diploma Marketing/Corporate Communication/Public Relations/Journalism or a related field qualification. A minimum of five (5) years of functional experience in Marketing with at least 3 – 5 years supervisory experience in relevant field □A Valid code 08 driver's License. Graphic Design knowledge will be an added advantage. Willingness to work irregular hours and travel extensively. Competencies: Strategic execution. Understanding of the importance of brand guidelines & applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing. Knowledge of events management. Excellent written and verbal communication skills with a keen eye for detail. A good understanding and knowledge of college administrative policies, procedures, and planning. Website and Social Media experience. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Demonstrated experience in managing marketing budgets and ability to implement cost saving measures and strict adherence to Government Procurement Policies and Procedures. Skills: Administrative. Good interpersonal relations. Project Management. Planning and organizing. Report Writing. Excellent verbal and written communications skills within all levels of an organization. Self-Management. Campaign management. Negotiation. People management. Client orientation and customer focus. Research Skills. Problem solving.
<u>DUTIES</u>	:	Compile, develop marketing strategies. Coordinate and planning all marketing and communication strategies, budget, projects and events in line with government and college administrative policies, procedures and planning. Develop and implement comprehensive communication plans to promote the college's programs and events. Engage and create informative content for press releases, articles, social media, website updates and other communication platforms. Manage media relations, responding to social media inquiries. Monitor media coverage & provide regular reports and analysis to senior management. Manage social media pages and generate reports for senior management. Coordinate public awareness campaigns and outreach activities to increase public understanding of TVET programs and initiatives. Support internal communication efforts to ensure consistent messaging and alignment with organizational goals. Manage all events including exhibition participation, official functions and special marketing events. Ensure the provision of photographic services at events and drafting articles. Manage the marketing of the college through branding at these events. Stay up to date with industry trends, best practices and emerging marketing technologies to continually enhance the college's marketing strategies. Conduct Customer Satisfaction Surveys internally and externally and compile individual reports for follow-up. Responsible for College website.
<u>ENQUIRIES</u>	:	Mr. M Gcuwa Tel No: (044) 884 0359
<u>APPLICATIONS</u>	:	Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://scccollege.co.za/vacancies
<u>FOR ATTENTION</u>	:	Ms Zoleka Maimane
<u>NOTE</u>	:	All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive

		authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	:	Friday, 12 December 2025 before 16:00
<u>POST 44/64</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: COUNCIL EXECUTIVE SECRETARY REF NO: PS36/2025</u> (College Council Permanent Position with a probationary period of 12 months)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), plus 37% benefits Central Office – George Matric/Grade 12 plus an accredited minimum 3-year recognized Bachelor's degree in Languages and Communication with English as Major. REQV 14 (NQF 6). A minimum of at least 5 year's relevant working experience in a secretarial function or similar role. A Valid code 08 driver's license. High level of computer literacy (MS Word, Excel & PowerPoint) Strong knowledge of MS Office. Skills and competencies: Sound working knowledge of Governance structures & TVET College Sector. Able to demonstrate skills in analysing, interpreting, and applying policies and processes. Proven Report and Minute writing skills. Highly analytical with the ability to pay close attention to detail. Solid judgement with ability to make good decisions. Excellent English listening, verbal communication skills. Strong communication Skills. Advance English Communication Skills. Excellent typing skills. Excellent listening and writing skills. Excellent interpersonal relations and customer orientation. Planning and co-ordination skills. Proven report writing skills. Good interpersonal skills. Values/attributes: Must be able to work independently and efficiently under pressure. Organising and planning skills. Attention to detail. Knowledge of the Higher Education and Training communication protocols. Professional, discreet, maintaining high levels of confidentiality. Assertive, good organizer with sound judgement and decision-making skills. Ability to work under pressure. Ability to effectively communicate and write in at least two of the three official languages of the Western Cape of which English must be one.
<u>DUTIES</u>	:	Managing the interface between the Council and the College management and between stakeholders and the Council. Provide secretarial functions for the Council and its sub-committees. □Ensuring that corporate governance best practises are adopted by the College. Ensuring good governance and that council meetings and council committee meetings are appropriately performed in terms of the College Statute and Terms of Reference. Communicating decisions and actions resolved at council meetings and council committees' meetings and council committee meetings to SMT for implementation. Proper record keeping of all relevant council and council committees' documentation, logistical arrangements and preparation of agendas, notices of meetings, taking minutes for college council and committees. Drafting of internal memos, and other correspondence relating to Council matters. Support the effective functioning of College Council and College Council Committees. Organises, co-ordinates, and oversees all the arrangements of College Council and College Council committee meetings. Ensures that Council Committee meeting minutes are of high standard. Oversees the timeous submission and distribution of minutes and action schedules. Monitors and reports on progress relating to actions, as decided at Council and committee meetings. Maintains records of attendance of Council and Committee members are processed in a timeous manner. Ensures that travel and accommodation arrangements of College Council members as approved by the principal are processed. Ensures that the College Councillors' information remains current on the South Cape TVET website and at DHET. Undertakes any Committee related duties as directed by the principal. Supports the PA of the Principal when required by the principal. Ability and willingness to work flexitime after hours and manages the reconstitution process of Council (elections, appointments letters, liaising with applicants, organising Selection Committee meetings, etc.) Draft of Council Resolutions for internal and external bodies. Develop and update Council Resolution Register.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. TE Terblanche Tel No: (044) 884 0359 Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION</u>	:	Ms Zoleka Maimane

NOTE

: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

: 12 December 2025 before 16:00

POST 44/65

: **SENIOR LABOUR RELATIONS OFFICER REF NO: PS37/2025**
(College Council 36 fixed term contract position with a probationary period of 12 months)

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum, plus 37 % service benefit
: Central Office- George
: Matric plus a minimum 3-year accredited Degree/National Diploma in Labour Relations, Labour Law, Industrial Psychology, Employment/Human Resource Management or relevant equivalent qualification (REQV 13)- NQF Level 6) a minimum of 3-5 years relevant work experience in Labour Relations environment or related field. Experience in appearing and representing employers in Bargaining Councils and PERSAL Certificate in Labour Relations will be an added advantage. A Valid Code 8 driver's license. Knowledge: Knowledge of Labour Relations Act, Public Services Legislations and policies related to Human Resource Management (HRM). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relations statutes. Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector (PSET and CET). Knowledge of PERSAL. Skills: Investigations and negotiations. Administrative. Planning and organizing. Financial management. Report writing. Good communication and interpersonal skills. Problem solving. Computer literacy, Client orientated. Project management. Team leadership. Conducting investigations. Presentation skills. Personal Attributes: Integrity, Committed, Loyal, Proactive and Ethical. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

: Ensure promoting of sound Labour Relations in the college. Assist providing advice on Labour relations matters. Conducting workshops and information sessions on Labour matters. Protect employees' rights and interests. Investigate grievances and disputes in the college: Receive and acknowledge grievances and disputes. Follow proper procedure when handling grievance and dispute. Compile investigation report. Summon witnesses involved in the grievance. Communicate findings of the investigation to the aggrieved.
□ Represent the employer during conciliation and arbitration. Investigate misconduct cases: Investigate and scrutinize reports if there are any allegations of misconduct. Formulate charges and service a notice of the disciplinary hearing. Represent the Department in the disciplinary hearing. Communicate the outcome of the disciplinary hearing to the alleged employee. Arrange logistics regarding the disciplinary hearing. Participate in collective

bargaining council resolutions: Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Represent the College in Bargaining Councils, submit representations and submissions on behalf of the College for or against applications of condonations, referrals, rescinding of awards and decisions, postponements, preliminary issues and final representations. Arrange bilateral and multilateral meetings. Draft minutes for meetings. Prepare documents for employer's caucus and action list for chamber meeting. Gather inputs from human resource and senior management and aspects such as salaries, benefits, pension and work rules and practices. Maintaining stakeholder relations between the employer and the employee: Liaise with internal, external stakeholders and representing the college regarding Labour relations matters. Issue correspondence related to Labour relations activities such as notice of disciplinary hearing. Update data base on grievance, disputes, misconduct and collective bargaining and capture on PERSAL system: Draft and issue statistical information relating code of conduct and update database. Update grievance and disputes statistics, report to management and Public Service Commission (PSC). Capturing of cases on PERSAL system for reporting purposes. Capture all resolutions signed at PSCBC and Awards on the database. Management of human, physical and financial resources: Render staff Management. Ensure completion of performance agreements by all employees in the unit, Supervision of staff.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

: Mr. M Gcuwa Tel No: (044) 8840359
 : Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://scccollege.co.za/vacancies>
 : Ms Zoleka Maimane
 : All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

: 12 December 2025

POST 44/66

: **ADMINISTRATION OFFICER: REGISTRATION & TVETMIS REF NO: PS39/2025**
 (College Council Permanent position with a probationary period of 12 months)

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), plus 37% in lieu of benefits
 : Central Office – George
 : Matric/Grade 12 plus an accredited minimum 3-year Recognized Degree/Diploma in the field of Secretarial/Administration/Office Management. REQV 14 (NQF 6). A minimum of at least 2-3 year's relevant working experience is required. A Valid code 08 driver's license. Computer Literacy (MS Office). Knowledge of the Colleges' Business Management System (BMS) and various Sector Education and Training Authorities (SETA) databases will serve as an added advantage. Knowledge of the Policy Framework on Administration and Management of Student Admissions in TVET Colleges. Knowledge of the

DHET prescribed examination policies and procedures. Knowledge of TVET College policies including knowledge of the TVETMIS system and annual reporting requirements by the Department of Higher Education. Knowledge and understanding of Information Management, statistical analysis, and interpretation of student data and the DHET Standard Operating Procedure (SOP) on student enrolments. Administrative, planning, analytical and report writing skills. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

: Responsible for the effective management of the College BMS system, various Sector Education and Training Authorities (SETA) databases and QCTO uploading and certification. Render effective student registration services pertaining to Ministerial and Occupational Programmes. Provide guidance and testing of students, with regards to choice of and placement within programmes. Administer overall Student Registration Processes and reviewing of Templates to guide Application, Admission and Registration process to ensure standardisation across Campuses. Ensure compliance to the DHET Standard Operating Procedure (SOP). Capture and update information on the College and other related system programmes. Maintain and administer TVETMIS mapping, capturing and data extraction for the College. Responsible for statistical interpretation and the compilation of Student data reports for Occupational and Ministerial Programmes. Compile and maintain an update database of student graduates for Student Work Placement. Extract data, compile and produce various reports and statistics for External and Internal stakeholders. Administer student Occupational Programme Certificate enquiries. Co-responsible for all administrative functions within the Student Registration Services and TVETMIS Unit. Co-responsible for all administrative functions within the Student Registration staff at Campuses, Conducting of Student Registration Audits at Campuses. Monitor Student Enrolments during the enrolment periods. Monitor the capturing of Report 191 and NC(V) student registration data on the College BMS to ensure compliance and timeous finalisation.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Ms. V Heyneke Tel No: (044) 884 0359
 : Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://scccollege.co.za/vacancies>
 : Ms Zoleka Maimane
 : All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

: Friday, 12 December 2025 before 16:00

POST 44/67

: **STATE ACCOUNTANT REF NO: PS40/2025**
 (College Council Permanent position with a probationary period of 12 months)

SALARY

: R325 101 per annum (Level 07), plus 37% in lieu of benefits

<u>CENTRE REQUIREMENTS</u>	: Central Office – George
	: Matric/Grade 12 plus an accredited minimum 3-year Recognized Degree/National Diploma in Accounting/Financial Management REQV 13 (NQF 6). A minimum of at least 2-3 years relevant working experience in the financial management environment. A Valid code 08 driver's license. Computer Literacy (MS Office). Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service Financial legislations, procedures and Treasury Regulations (PMFA, DORA, GRAP). Knowledge of basic financial operating systems (COLTECH, ITS etc). Skills: Advance excel skills is compulsory, Planning and organizing, Good verbal and written communication, Flexibility, Interpersonal Relations, Accuracy, Aptitudes of figures. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	: Provide the effective and efficient administration of debt management services. Provide support in the administration of Debtors. Identify and accurate recording of debts owed to the college. Liaise with debtors to determine payback conditions and time span. Accurate allocation of monies received. Update of tuition fees and administer debtors. Reconciliation and clearance suspense/ledger accounts. Prepare and verify debtor related journals. Calculate impairment and prepare write-offs. Supply auditors with GRAP compliant debtors schedules. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. NP Jacobs/Ms C Robertson Tel No: (044) 884 0359
	: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION NOTE</u>	: Ms Zoleka Maimane
	: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	: 12 December 2025 before 16:00
<u>POST 44/68</u>	: <u>HANDYMAN REF NO: PS41/2025</u> (College Council 3- years contract position with a probationary period of 12 months)
<u>SALARY CENTRE REQUIREMENTS</u>	: R163 680 per annum (Level 03), plus 37% in lieu of benefits
	: George Campus
	: Grade 10 Certificate, relevant Handyman / Tradesman Aid certificates, with 2 years relevant experience in a Handyman or General Foreman, plus 1-year supervisory experience will be an added advantage. Must be computer literate, valid driver's license, Communication and basic numeracy, interpersonal relations, administrative skills. Basic knowledge of general hygiene practices. Plumbing, carpentry, electrical, groundsman and OHS Knowledge of cleaning products and applications. Ability to use a variety of cleaning equipment and

DUTIES

:

products. Basic literacy and communication skills. Willingness to work extended hours including overtime, weekends, and public holidays as and when requested. Preference will be given to candidates from the local area where the office and/or position will be based. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values and attributes: Client service focus. Integrity, Committed, Proactive and Loyal. Plan and effectively. Coordinates the installation, maintenance and repair work around the park complex. This includes supervision of teams of workers, regularly inspect sites, execute work necessary, maintain equipment and assign services providers to various projects. Solid understanding of building maintenance, repairs. Liaise with professional people, suppliers, representatives, agents and workers e.g. for the obtaining of quotations, placing of orders, receiving of goods and during the supervisory and monitoring role during work that needs to be done. Plan, organize, control and lead as supervisor by managing the maintenance staff. Do maintenance and repair work – all “minor” maintenance and repair work inside and outside all buildings when necessary. Purchase maintenance materials, tools, and equipment as required and to control stock thereof. Assist in managing the Maintenance and Repairs budget. Inspecting buildings, maintaining inventory, and scheduling repair. Inspect sites regularly to identify problems and necessary maintenance. Coordinate daily maintenance activities. Maintain all inventory and equipment and ensure proper storage. Comply with all health and safety regulations and practices on site. Conduct follow-ups on all maintenance and repair work. Conduct safety inspections as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Supervising the general assistants and serving as a team leader. Assist in managing the Maintenance and repair budget. Inspecting buildings, maintaining inventory, and scheduling repair. Inspect sites regularly to identify problems and necessary maintenance. Coordinate daily maintenance activities. Maintain all inventory and equipment and ensure proper storage. Comply with all health and safety regulations as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Conduct safety inspections as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Supervising the general assistants and serving as team leader. Ensuring that general assistants sign the attendance register. Co-ordinating daily activities. Supporting and advising the general assistants on the execution of their tasks. Perform work inspections. Ensuring the neatness of the buildings and premises. Removing refuse. Cleaning gutters. Replacing light bulbs and windowpanes. Doing touch-up painting where necessary. Unblocking drains. Minor repairs to locks, doors, desks, sanitary ware, fencing, ablution, water taps, etc. Locking and unlocking gates. Locking and unlocking classrooms and toilets. Activating and deactivating alarm systems. Preparing soil. Applying fertiliser. Planting flowers, grass, plants and shrubs, Mowing lawn. Trimming hedges. Pruning. Raking leaves. Irrigating Garden. Applying insecticide. Storing machinery and equipment. Securing and monitoring access points to the premises. Ensuring safety of playground equipment. Removing dangerous objects from grounds. Reporting theft and dangers on the premises. Ensuring safety equipment is in good working order e.g. fire extinguishers.

ENQUIRIES APPLICATIONS

:

Ms. V Hartnick Tel No: (044) 8742360

:

Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

FOR ATTENTION NOTE

:

Ms Zoleka Maimane

:

All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET

reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

: 12 December 2025 before 16:00

POST 44/69

: **GENERAL ASSISTANT REF NO: PS 42/2025**

(College Council 3-years contract position with a probationary period of 12 months)

SALARY

: R138 486 per annum (Level 02), plus 37% in lieu of benefits

CENTRE

: George Campus

REQUIREMENTS

: Grade 10 Certificate. 2 — 3 years relevant experience in a cleaning environment such as a school, hostel educational environment with multiple facilities will be an added advantage. Basic knowledge of general hygiene practices. Knowledge of cleaning products and applications. Ability to use a variety of cleaning equipment and products. Basic literacy and communication skills. Willingness to work extended hours including overtime, weekends, and public holidays as and when requested. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values and attributes: Client service focus. Integrity, Committed, Proactive and Loyal.

DUTIES

: Cleaning of classrooms. Hostel, administration building. Halls, corridors, and toilets: Sweep and cleaning of the assigned floors, windows, desks, and chairs before and after periods. Regularly keep toilets and toilet components clean and hygiene with cleaning materials and ensure there is always enough supply of hand wash materials and toilet papers etc. in all toilets. Regularly maintain a clean and hygienic environment of facilities and halls for staff and students, maintain a safe and hygiene environment of (OLC/Computer rooms) before and after students use the rooms. Clean and dust all computers and desks for staff and students. Arrangement of chairs and tables in classrooms and examination rooms before, during and after examinations as and when required. Cleaning of kitchens and staff rooms: Maintain a clean and hygienic staffroom before and after lecturers attend to teaching and learning or while they are busy with the students in other classes. Always keep the kitchens clean before and after break or when there is a need. Responsible for cleaning materials: Responsible for proper and correct use of cleaning materials, issue of kitchen utensils when needed by campus- Use cleaning material issued to clean classrooms, boardrooms efficiently and effectively.

ENQUIRIES

: Ms. V Hartnick Tel No: (044) 674 2360

APPLICATIONS

: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

FOR ATTENTION

: Ms Zoleka Maimane

NOTE

: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference

will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

: 12 December 2025 before 16:00

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 12 December 2025

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

OTHER POST

POST 44/70 : **LOCAL OFFICE MANAGER (X16 POSTS)**
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY CENTRE : R582 444 - R686 091 per annum (Level 10), A basic salary

: Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 51/25/1a (X1 Post)

: Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 51/25/1b (X1 Post)

: Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 51/25/1c (X1 Post)

: Eastern Cape: Medium Office: Mount Ayliff Ref No: HRMC 51/25/1d (X1 Post)

: Gauteng: Medium Office: Alberton Ref No: HRMC 51/25/1e (X1 Post)

: Gauteng: Medium Office: Randburg Ref No: HRMC 51/25/1f (X1 Post)

: KwaZulu-Natal: Medium Office: Kwadukuza Ref No: HRMC 51/25/1g (X1 Post)

: KwaZulu-Natal: Medium Office: Prospecton Ref No: HRMC 51/25/1h (X1 Post)

: KwaZulu-Natal: Medium Office: Scottsburgh Ref No: HRMC 51/25/1i (X1 Post)

: Limpopo: Medium Office: Mutale Ref No: HRMC 51/25/1j (X1 Post)

: Mpumalanga: Medium Office: Mhala Ref No: HRMC 51/25/1k (X1 Post)

: North West: Medium Office: Zeerust Ref No: HRMC 51/25/1l (X1 Post)

: North West: Medium Office: Mafikeng Ref No: HRMC 51/25/1m (X1 Post)

: North West: Medium Office: Taung Ref No: HRMC 51/25/1n (X1 Post)

: Western Cape: Medium Office: Bellville Ref No: HRMC 51/25/1o (X1 Post)

: Western Cape: Medium Office: Wynberg Ref No: HRMC 51/25/1p (X1 Post)

REQUIREMENTS : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience as a Supervisor in Operations in a client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of workflow

and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412

APPLICATIONS

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

Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street,

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

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

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

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 19 December 2025. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Driver's license as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, and the other must be an Integrity (Ethical Conduct) Assessment. All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest; DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 44/71** : **DEPUTY DIRECTOR: FRENCH TRANSLATOR/ INTERPRETER AND TRAINER**
Branch: Diplomatic Training, Research & Development
Directorate: Language Services & Training
- SALARY** : R896 436 per annum (Level 11). This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate undergraduate qualification (NQF 7) with French as major subject At least 3-5 years of experience as a French / English Translation / Interpreter and French language trainer. Diploma or Certificate in translation and interpreting South African citizenship Competencies: Fluency in French French writing skills Knowledge and skills of language teaching and language proficiency assessment Knowledge of global trends in teaching French as a foreign language Ability to interpret and translate Advanced level of computer literacy The use of technology in language training The design of digital material for French language training Experience with French e-learning platforms Excellent administrative skills Knowledge of South Africa's foreign policy Leadership and management skills Inter-personal skills Client orientation and customer focus Problem solving skills.
- DUTIES** : Provide and facilitate translation services in French for DIRCO and the Presidency Provide and facilitate liaison interpreting services in French for DIRCO and the Presidency Manage and provide language training in French for DIRCO and Partner Departments Manage the overall performance of the

		Sub-Directorate and participate in corporate governance Manage financial resources Manage human resources Manage Planning Monitor and Evaluate Participate in corporate governance.
<u>ENQUIRIES</u>	:	Ms J Moepya Tel No: (012) 301 8754
<u>APPLICATIONS</u>	:	Please e-mail your application to ddfrench25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement.
<u>NOTE</u>	:	Candidates should be prepared to present a 10-minute mock beginner lesson and short translation from French to English.
<u>POST 44/72</u>	:	<u>ASSISTANT DIRECTOR: ENGLISH LANGUAGE TRAINER</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate NQF 7 qualification with English as major subject At least 3 – 5 years' experience in Adult English language training Assessor and Moderator Certificate serve as an advantage Competencies: Advanced online computer literacy (MS Package) Good communication skills Understanding of diplomacy and protocol Planning, co-ordination and organising skills Problem-solving skills Sound interpersonal relations Client orientation and customer focus The ability to work as a team member.
<u>DUTIES</u>	:	Train English to DIRCO officials Design training courses in English for the Directorate: Language Training Convert language trainers' course material into electronic training programmes Design, co-ordinate and execute assessments for language training Engage with South African and Foreign Diplomats.
<u>ENQUIRIES</u>	:	Ms J Moepya Tel No: (012) 301 8754
<u>APPLICATIONS</u>	:	Please e-mail your application to asdeng25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement.
<u>NOTE</u>	:	Candidates should be prepared to present a 10-minute mock-lesson on a prescribed topic.
<u>POST 44/73</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an NQF level 6 or equivalent qualification in Behavioural Sciences (Social Work / Psychology / Employee Assistance Programme) At least 3 - 5 years' experience in the field of Employee Health and Wellness Registration with the relevant professional body / Health Professions Council of South Africa (HPCSA) / South African Council for Social Service Professions (SACSSP) / or any other relevant body Competencies: Knowledge and understanding of Employee Health & Wellness theories and models Sound knowledge of relevant legislation governing workplace programmes Knowledge and understanding of Public Service Regulations Understanding of the Employee Health and Wellness strategic framework for the Public Service. Sound knowledge of HIV and AIDS workplace programmes Thorough knowledge and understanding of health and behavioural risks in the workplace Experience in the implementation of health and wellness programmes Project management skills Counselling skills Communication skills Presentation and facilitation skills Crisis and trauma management skills Ability to formulate policies related to employee health and wellness.
<u>DUTIES</u>	:	Render psychosocial interventions Facilitate and Implement health promotion programmes Develop Employee Health and Wellness policies; programmes and practices Conduct presentations on employee health and wellness related matters Report writing.
<u>ENQUIRIES</u>	:	Ms Beshe Tel No: (012) 351 1327
<u>APPLICATIONS</u>	:	Please e-mail your application to asdehw25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement

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.

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 15 December 2025
- NOTE** : 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.
- ERRATUM:** Kindly note that the post of Secretary to the Regional Court President with Ref No: 74/25/LMP advertised in the Public Service Vacancy Circular 43 dated 21 November 2025. The correct Centre for the post is Magistrate Office: Polokwane. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 44/74** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
REF NO: 25/48/FS
- SALARY** : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/Industrial and Organisational Psychology as recognized by SAQA; Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance

		Management Act (PFMA), Government initiatives and decisions. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation. (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your application to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein, 1900 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/75</u>	:	<u>DIRECTOR: FINANCE REF NO: 25/40/KZN</u>
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office – Durban
	:	An NQF level 7 qualification as recognized by SAQA in Financial Management/Financial Accounting/ Internal Audit; Nyukela certificate is required for all SMS positions before appointment (Certificate of entry into Senior Management Service from the (NSG) National School of Government); 5 years' experience at middle/senior managerial level in financial management environment; Knowledge of budget management and financial management principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services; Manage and provide supply chain services; Manage and provide Third Party Funds (TPF) services; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000
	:	Kwazulu-Natal: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/76</u>	:	<u>DIRECTOR: COURT OPERATIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Provincial Office: Nelspruit Ref No: 2025/02/MP (X1 Post) Provincial Office: North West Ref No: 25/VA41/NW (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management/Administration as recognised by SAQA; Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government); At least 5 years' experience at a middle/senior managerial level in a court management environment; Knowledge of the Law, International Law and Relations; Knowledge and understanding of the Constitutional law cases, Criminal, Civil and family cases; Knowledge and understanding of all relevant governance prescripts, including Treasury Regulations, Public Finance Management Act and budget management; practical experience in legislative drafting. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis;

<u>DUTIES</u>	:	People management and empowerment; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.
	:	Key Performance Areas: Manage court operations; Manage infrastructure, facilities and auxiliary services; Manage security service and monitor risk of all courts in the province; Manage ICT related services; Manage and monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mpumalanga: Mr DS Nkosi at 083 299 4906 North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X11249; Nelspruit; 1200 OR 4TH Floor Nedbank Building; 24 Brown Street; Nelspruit; 1200 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
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

OTHER POSTS

<u>POST 44/77</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 25/VA37/NW</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: North West An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in Translation/Language Practice/ BA in Languages/Linguistics; A minimum of 3 years' experience of which 3 years should be at managerial (Assistant Director) level; Knowledge of relevant Legal Frameworks and the Constitution; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/ guidelines, the Public Service Act, the Public Service Regulations; Treasury Regulations and the Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation ((SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development of language and Court interpreting strategies and policies; Monitor performance on the implementation of language and court interpreting services; Facilitate language policy awareness; Manage language service stakeholder and customer relations; Manage human, finance and other resource.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	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
<u>POST 44/78</u>	:	<u>DEPUTY DIRECTOR: JUDICIAL PLANNING AND SUPPORT REF NO: 25/124/CA</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF level 7) as recognized by SAQA in LLB; A minimum of 3 years' experience in civil justice environment at managerial (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Interpretation of statutes Knowledge and understanding of the Constitution. Skills And Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness;

<u>DUTIES</u>	:	Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy; Team leadership. Key Performance Areas: Initiate the review and development of the civil justice system policy and strategy; Undertake the review and implementation of the Civil Justice Strategy and appraise performance of the civil justice system; Develop, consult and review recommendations for civil justice policies, court administration and judicial policies and strategies; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/79</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 25/VA40/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Atamelang
	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Planning and organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	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
<u>POST 44/80</u>	:	<u>SECRETARY TO THE DIRECTOR: FINANCE REF NO: 25/VA38/ NW</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office NW- Mafikeng
	:	Grade 12 (with typing as subject or Secretarial Certificate). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, Power Point 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 (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).
<u>DUTIES</u>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the manager; Provides a clerical support service to the manager; Provides support to the manager regarding meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
	:	Interested applicants must submit their applications for employment to The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>POST 44/81</u>	:	<u>REGISTRY CLERK REF NO: 77/2025/SA/WC</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENRE</u>	:	Office of the State Attorney, Cape Town

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organising; Good interpersonal relations; Language skills; Flexibility; Good communication (verbal and written) skills; Teamwork.
<u>DUTIES</u>	:	Key Performance Areas: Provide Registry Counter Services; Handle incoming and Outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the Registry function; Process documents for Archiving and/Disposal.
<u>ENQUIRIES</u>	:	Mr M Koopmann Tel. (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X 9171, 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 Paraffin
<u>POST 44/82</u>	:	<u>E-SCHEDULER CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Protea Ref No: 2025/80/GP (X1 Post) Magistrate Office: Palm Ridge Ref No: 2025/84/GP (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organizing skills. Communication skills (verbal and written); Customer Service Orientation; Problem analysis; Self -management; Teamwork; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Capture all new cases on the E-Scheduler system and other court books daily; Conduct charge sheets and data integrity audits; Provide any administrative support as required by management; Safeguarding of charge sheets, key to cabinets, stationery and computers.
<u>ENQUIRIES</u>	:	Ms T Maphoto Tel No: (011) 332 9000 or Ms P Raadt Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

NATIONAL PROSECUTING AUTHORITY

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

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	15 December 2025
<u>NOTE</u>	:	Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! applicants who are successful must please note that the NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting. ERRATUM: Senior State Advocate (TRC) - Pretoria: Head Office with Ref No: Recruit 2025/66 advertised in Public Service Vacancy Circular 07 dated 21

February 2025 and Senior Public Prosecutor -CPP: Klerksdorp with Ref No: Recruit 2025/541 advertised in Public Service Vacancy Circular 41 dated 07 November 2025 are hereby withdrawn.

OTHER POSTS

<u>POST 44/83</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/575</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (Total cost package) Durban An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.
<u>ENQUIRIES APPLICATIONS</u>	:	Pumla Mkosana Tel No: (031) 335 6603 e mail: Recruit2025575@npa.gov.za
<u>POST 44/84</u>	:	<u>CHIEF PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (Total cost package) CPP: Ladysmith Ref No: Recruit 2025/576 (Re-advert) CPP: Port Shepstone Ref No: Recruit 2025/577 (Re-advert) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
<u>DUTIES</u>	:	Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and

		conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
<u>ENQUIRIES</u>	:	CPP: Ladysmith & CPP: Port Shepstone Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Ladysmith e mail: Recruit2025576@npa.gov.za CPP: Port Shepstone e mail: Recruit2025577@npa.gov.za
<u>POST 44/85</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package) DPP: Bloemfontein Ref No: Recruit 2025/578 (X3 Posts) DPP: Pietermaritzburg Ref No: Recruit 2025/579 (X3 Posts) (X1 Re-advert)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail: Recruit2025578@npa.gov.za DPP: Pietermaritzburg e mail: Recruit2025579@npa.gov.za
<u>POST 44/86</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package) CPP: Mmabatho (Taung) Ref No: Recruit 2025/580 CPP: Pietermaritzburg Ref No: Recruit 2025/581 (Re-advert)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross

		examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Mmabatho (Taung) Flora Kalakgosi Tel No: (018) 381 9041
		CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Mmabatho (Taung) e mail: Recruit2025580@npa.gov.za
		CPP: Pietermaritzburg e mail: Recruit2025581@npa.gov.za
<u>POST 44/87</u>	:	<u>SENIOR PUBLIC PROSECUTOR (TUTOR) REF NO: RECRUIT 2025/596</u>
		National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Klerksdorp
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutors. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Klerksdorp e mail: Recruit2025596@npa.gov.za
<u>POST 44/88</u>	:	<u>STATE ADVOCATE</u>
		National Prosecutions Service
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2025/582 (X4 Posts) (Re-advert)
		DPP: Mmabatho Ref No: Recruit 2025/583
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court,

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

ENQUIRIES

: DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS

: DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
 : DPP: Pietermaritzburg e mail: Recruit2025582@npa.gov.za
 : DPP: Mmabatho e mail: Recruit2025583@npa.gov.za

POST 44/89

: **STATE ADVOCATE REF NO: RECRUIT 2025/584**
 : National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
 : DPP: Pretoria (STU)
 : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES

: Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES

: Godfrey Ramakuela Tel No: (012) 351 6808

APPLICATIONS

: e mail: Recruit2025584@npa.gov.za

POST 44/90

: **STATE ADVOCATE REF NO: RECRUIT 2025/585**
 : National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
 : CPP: Witbank (Secunda)
 : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in the prosecution of Sexual Offences, Criminal Procedure, Civil litigation and management of gender-based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High

		level of proficiency in prosecuting and presenting/arguing cases in court. Well-developed skills in legal research. Experience in guiding investigations and giving instructions in law and statutory offences. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding investigations, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. To ensure criminal and civil litigation in compliance with requirement legally impose upon the state regarding aspects of criminal activities relevant to the mandate of NPA on the management of Gender based violence and all matters incidental thereto. To track and monitor and facilitate matters through criminal Justice Systems. Manage the court roll at dedicated sexual offence court. Ensuring a reduction of turn around time finalization of cases in line with the mandate of NPA. Assist to improve the conviction rate. Supervise and train and develop relevant role players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail: Recruit2025585@npa.gov.za
<u>POST 44/91</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/586</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R896 436 per annum (MMS Level 11), (Total cost package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Minimum Five (5) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc. Valid drivers' licence.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025586@npa.gov.za
<u>POST 44/92</u>	:	<u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/587</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	CPP: Empangeni (Manguzi)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding

	investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	: Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	: Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	: e mail: Recruit2025587@npa.gov.za
<u>POST 44/93</u>	: <u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	: R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<u>CENTRE</u>	: CPP: Witbank (Kwa-Mhlanga) Ref No: Recruit 2025/588 CPP: Witbank (Evander) Ref No: Recruit 2025/589 CPP: Ladysmith (Madadeni) Ref No: Recruit 2025/590 (Re-advert) CPP: Klerksdorp Ref No: Recruit 2025/595
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills.
<u>DUTIES</u>	: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	: CPP: Witbank (Kwa-Mhlanga) & CPP: Witbank (Evander) Tebogo Mashile Tel No: (013) 045 0686 CPP: Ladysmith (Madadeni), Thabsile Radebe Tel No: (033) 392 8753 CPP: Klerksdorp, Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	: CPP: Witbank (Kwa-Mhlanga) e-mail: Recruit2025588@npa.gov.za CPP: Witbank (Evander) e-mail: Recruit2025589@npa.gov.za CPP: Ladysmith (Madadeni) e-mail: Recruit2025590@npa.gov.za CPP: Klerksdorp e-mail: Recruit2025595@npa.gov.za
<u>POST 44/94</u>	: <u>ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/591</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	: R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	: DPP: Cape Town

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. In-depth knowledge of financial systems i.e BAS; LOGIS and PERSAL. In depth knowledge of Asset, Fleet and Facilities Regulations, PFMA and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines.
<u>DUTIES</u>	:	Provide financial support services to the region. Compilation of the budget, manage expenditure against the budget, supervise the processing of invoices, all claims, compile and submit monthly finance statistics/reports, implement and monitor compliance with policies and procedures, manage petty cash, maintain commitment register and perform monthly reconciliation for BAS/PERSAL and any other relevant reconciliation. Provide supply chain administration services to the region. Monitor the provision of Asset Management services (including asset verification) within the region. Monitor and manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the region. Manage staff in the Finance/ Supply Chain/ Asset, Fleet and Facilities. Conduct quarterly individual staff assessments. Perform any other duties as deemed necessary by management.
<u>ENQUIRIES APPLICATIONS</u>	:	Angelene Jansen Tel No: (021) 487 7123 e mail: Recruit2025591@npa.gov.za
<u>POST 44/95</u>	:	<u>STATE ACCOUNTANT REF NO: RECRUIT 2025/592 (X2 POSTS)</u> Strategy, Operations and Compliance: Directorate: Financial Management - Sub Directorate Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) Pretoria: Head Office An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Accounting/Auditing or other relevant qualification. Minimum two (2) years relevant experience in the field of debt management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.
<u>DUTIES</u>	:	Receiving documents from business unit to create debt and check compliance. Recover debt. Clear suspense accounts. Transferring/ Refunding credit balances and resolving BAS/PERSAL exceptions. Capturing journals. Supervise finance clerks.
<u>ENQUIRIES APPLICATIONS</u>	:	Elizabeth Choma Tel No: (012) 845 6118 e mail: Recruit2025592@npa.gov.za
<u>POST 44/96</u>	:	<u>PARALEGAL REF NO: RECRUIT 2025/593</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits) Nelspruit Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal

		proceedings assistance. Case administration and document management. Provide administrative support services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025593@npa.gov.za
<u>POST 44/97</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/594</u> Specialized Commercial Criminal Unit (Re-advert)
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail: Recruit2025594@npa.gov.za

NATIONAL TREASURY

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

**NOTE**

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

OTHER POSTS

<u>POST 44/98</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL SECTOR AND ECONOMIC RELATED LEGISLATIVE SERVICES REF NO: S118/2025</u> Division: Office of The General-Counsel (OGC) Purpose: To assist in the management of legislative aspects relating to financial sector and economic related legislation.
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum LLB degree. LLM qualification will be an added advantage. A course in legislative drafting will be an added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level obtained in a legal environment. Knowledge of International, Constitutional Law. Administrative law and interpretation of Statutes. Knowledge of Statutory interpretation and Legislative drafting skills.
<u>DUTIES</u>	:	Drafting and scrutinize financial sector and economic related legislation to be introduced by the Minister of Finance: Provide guidance to the National Treasury in respect of legislative processes pertaining to legislation. Participate in policy processes that require reflection or entrenchment in legislation. Provide oversight in respect of technical quality, adherence to best practice and consistency with the Constitution and other primary legislation of the National Treasury, where drafting capacity exists within the relevant division in the National Treasury or other institution falling under the auspices of the Minister of Finance. Assist in the costing/regulatory impact assessment of draft legislation. Prepare Bills (personally or through appropriate consultants) where no drafting capacity exists within the relevant division of the National Treasury or other relevant institution falling under the auspices of the Minister of Finance. Prepare and submit documentation required for the submission of Bills to Cabinet and Parliament. Oversee the facilitation of all aspects of the Parliamentary legislative process and Presidential Acts associated with legislation. Review draft legislation to be introduced in Parliament by other Ministries that impact upon the financial sector: Co-ordinate comments and inputs on draft legislation initiated by other national departments submitted to the National Treasury before Cabinet processes. Scrutinise legislation submitted to Cabinet Committees or Cabinet to prepare the Minister of Finance's input on the legislation, by highlighting provisions that may impact on the National Treasury, legislation administered by the National Treasury or the National Revenue Fund, 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 approval. Draft/ edit financial sector & economic related regulations to be issued by the Minister of Finance: Provide oversight in respect of technical quality, adherence to best practice, and consistency with the Constitution and other primary legislation of the National Treasury, where drafting capacity exists within the various divisions in the National Treasury or other institutions falling under the auspices of the Minister of Finance. Prepare regulations (personally or through appropriate consultants) where no drafting capacity exists within the relevant division in the National Treasury or other institution falling under the auspices of the Minister of Finance. Prepare and submit documentation required for the promulgation of regulations. Scrutinise regulations require the Minister of Finance's concurrence in order to prepare the Minister of Finance's input on the regulations. Co-ordinate comments and input on draft regulations initiated by other national departments submitted to the National Treasury before promulgation. Review financial sector & economic related legislation administered by the Minister of Finance: Audit current legislation for technical quality, adherence to best practice and consistency with the Constitution and other primary legislation of the National Treasury. Assess current legislation against government policy objectives. Initiate reviews of legislation. Stakeholder Engagement: Establish appropriate relationships with the Office of the Chief State Law Advisor, relevant institutions under the auspices of the Minister of Finance and Parliamentary Legal Services.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	15 December 2025 at 12:00 pm (Midday)

<u>POST 44/99</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SECTOR DEVELOPMENT REF NO: S104/2025</u>
		Division: Tax And Financial Sector Policy (TFSP)
		Purpose: To conduct policy research in support of the development of a robust policy framework for financial sector regulation in South Africa.
<u>SALARY</u>	:	R582 444 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Economics or Finance or Business Economics or Bachelor of Commerce Law, A minimum 3 years' experience obtained in research and policy analysis, A minimum 3 years' experience obtained in policy development and structured research capacity, Knowledge of the broader legislative framework governing the financial services industry, Experience or exposure in thematic areas including consumer education and protection, fintech, the national payment system, and retail credit.
<u>DUTIES</u>	:	Financial Sector Policy Research and Development: Conduct research to enhance and strengthen the financial sector policy and regulatory framework in respect of consumer education and consumer protection, Support policy work aimed at promoting innovation and competition in the financial sector, focusing on new market entrants, FinTechs and National Payment System reforms, Contribute to policy development regarding improving access to financial services through specific policy interventions, Engage and collaborate with other Directorates on cross-cutting issues pertaining to consumer education and awareness to ensure a comprehensive financial sector policy framework. Stakeholder Engagement: Liaise with relevant stakeholders on matters pertaining to innovation, competition and a conducive legal and regulatory framework for market development. Multi-institutional approach to financial sector development: Provide well-researched inputs into policy development and legislative initiatives on consumer education and protection, fintech, the national payment system, and retail credit. Monitoring of compliance: Monitor the implementation of financial sector regulations and legislation and propose recommendations to improve compliance and enforcement.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	15 December 2025 at 12:00 pm (Midday)

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **Gauteng/ 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

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.

CLOSING DATE

: 12 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 post of Assistant Director: Auxiliary Services with Ref No: 2025/313/OCJ advertised on Public Service Vacancy Circular 42 dated 14 November 2025 has been withdrawn, furthermore kindly note that the post of Accounting Clerk with Ref No: 2025/342/OCJ advertised on Public Service

Vacancy Circular 43 dated 21 November 2025 in Eastern Cape the centre is not Port Elizabeth, the correct centre is Eastern Cape Provincial Service Centre: East London.

OTHER POSTS

<u>POST 44/100</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2025/350/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal
<u>REQUIREMENTS</u>	:	Grade 12 and a three (3) year Degree/Diploma in Public Management, Public Administration, or related fields or equivalent qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' experience in a corporate management/auxiliary services environment, of which two (2) years must be at a supervisory level. Experience in financial management will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial Management, Asset Management and Supply Chain Management. Understanding of Facilities and Security Management. Good communication skills (verbal and written). Strong administration and organisational skills. Excellent interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Computer literacy (MS Office). Report writing skills. Innovative and self-driven. Decision-making, problem solving and analysis skills.
<u>DUTIES</u>	:	Manage and coordinate human resource management and development matters (recruitment and selection, service benefits, PMDS). Manage and oversee finance processes. Manage supply chain management processes. Monitor compliance with service level agreements. Coordinate and facilitate internal audit and risk management services. Management of infrastructure and facilities support. Coordinate and manage security services. Develop and oversee disaster management and contingency plans. Ensure compliance with the Occupational Health and Safety Act. Ensure proper records management and the provision of messenger services. Management of transport services. Assist in implementing and monitoring internal controls. Assist in resolving audit queries and ensure completeness and accuracy. Assist the court manager to carry out delegated functions. Supervision of auxiliary services personnel.
<u>ENQUIRIES</u>	:	Technical and HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/350/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 44/101</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 2025/351/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>	:	Gauteng Division of The High Court Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma in Public Management/Administration or equivalent qualification at (NQF 6). A minimum of one years' experience in Administration. Valid driver's license will be an added advantage. 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>	:	Train newly appointed Administration Clerks (DCRS) on technical and administration aspects of operating the Court Recording Machine. Ensure that tests are run on all court recording machines every morning before court sittings to check the microphone status and sound quality. Ensure that all Administration DCRS clerks are seated in court 15 minutes before court proceedings. Troubleshoot reported technical problems on court recording machines to resolve or confirm the reported problem. Log calls to helpdesk for Court Recording Machine problems that cannot be resolved by troubleshooting. Ensure that all clerks utilize headphones throughout court

proceedings and they playback recordings at intervals to monitor quality of the audio. Ensure court recordings are backed up and filed systematically. Ensure that CRT system uploads court recordings to the local server. Ensure Administration Clerks (DCRS) download court recordings to CD's or USBs. Facilitate transcription of Judgements for the purpose of backup. Ensure digital and physical court recordings (CDs and Transcriptions) are marked clearly with case details and parties' details. File physical court recordings (CDs and Transcriptions) in an access controlled strong room and in a systematic manner. Retrieve cases upon receipt of written request for transcriptions. Update the transcription register before court recordings are sent to the transcriber and after the transcribed records are received. Test court recording for audibility before sending it to the transcriber. Ensure the transcriber meets the turnaround time and implement penalties when the transcriber fails to comply with SLA. Liaise with the requester upon receipt of transcribed records. Follow up invoices with the transcriber and ensure are paid within 30 days. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees about all aspects of the work. Manage and lead performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms PN Shandu Tel No: (012) 315 7602 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/351/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 44/102</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/352/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 REQUIREMENTS</u>	:	Supreme Court of Appeal Grade 12 certificate, or equivalent qualification. An LLB degree will be an added advantage. A minimum of one-year relevant experience in general administration or court-related functions will be an added advantage. Understanding of appeal processes and petition procedures will be an added advantage. Skills and Competencies: Good administration and organizing skills, communication skills (written and verbal) computer literacy (MS Office), good interpersonal and public relations skills, ability to work under pressure and solve problems, numerical skills. Accuracy and attention to detail and customer service orientated.
<u>DUTIES</u>	:	Render efficient and effective support service to court. Attend to all stakeholder enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper administration and filing of appeal and applications for leave to appeal. Perform general administration duties.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms S.R Basson Tel No: (051) 492 4623 HR Related Enquiries: Ms N, De La Rey/Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to: 2025/352/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representivity (race, gender and disability) in the Public Service through filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. An indication of representativeness profile by applicants will expedite the processing of applications.

<u>APPLICATIONS</u>	:	You can apply on www.psc.gov.za under "vacancies". Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Mr M Mabuza
<u>CLOSING DATE</u>	:	12 December 2025; 16h30
<u>NOTE</u>	:	Applications must consist of a) A fully completed and signed Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies . b) A recent comprehensive CV with a minimum of three (3) contactable referees with their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical and Integrity Assessments to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid.

OTHER POSTS

<u>POST 44/103</u>	:	<u>DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/MP/11/2025</u> (This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package. The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE</u>	:	Public Service Commission Mpumalanga Provincial Office, Mbombela
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/ Bachelor's degree NQF level 7 in the field of Social Sciences/ Monitoring and Evaluation/ Public Administration / Development Management. 3-4 years' experience at an Assistant Director level or equivalent level in Research, Monitoring and Evaluation, Development of Public Administrative Practices, Data Management, Data Analysis, Project Planning and Management. Experience in inspections will be an added advantage. Knowledge of research practices, human resource practices,

corporate governance, financial management, public management and administration. Knowledge of project planning. Ability to develop research and monitoring tools. Knowledge of research methodologies and research software. Report writing skills, presentation skills, analytical skills, project management skills, people management skills, communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs. Must have a valid driver's license. (with exception to people with disabilities) and willingness to travel extensively.

<u>DUTIES</u>	:	Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum, outreaches, awareness and stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in compliance with Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the Limpopo Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on Public Administration as per the mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identify challenges. Draft reports emanating from the key performance areas, including the report on Compliance of the Constitutional Values and Principles (Section 196).
<u>ENQUIRIES</u>	:	Mr T Matlhare Tel No: (013) 755-4070/1
<u>POST 44/104</u>	:	<u>CASUAL WORKER (CLEANERS) X9: REF NO: CW/OPSC /11 /2025 (X9 POSTS)</u> (Contract for Twelve (12) Months)
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02), (Hourly rate)
	:	North West (Mahikeng)
	:	Limpopo (Polokwane)
	:	Northern Cape (Kimberley)
	:	Mpumalanga (Mbombela)
	:	Gauteng (Johannesburg)
	:	Western Cape (Cape Town)
	:	KwaZulu Natal (Pietermaritzburg)
	:	Eastern Cape (Williamstown)
	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Grade 10 or ABET. No experience required. Good interpersonal skills. Ability to work independently. Good communication skills, planning skills, time management and problem-solving skills.
<u>DUTIES</u>	:	Cleaning of offices. Cleaning of restrooms. Perform messenger duties in the office. Provision of refreshments for meetings.
<u>ENQUIRIES</u>	:	Ms K Mothoagae/Ms M Phoshoko Tel No: (012) 352 1051/15

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), Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number).
<u>FOR ATTENTION</u>	:	Human Resource Admin & Recruitment
<u>CLOSING DATE</u>	:	12 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.

MANAGEMENT ECHELON

<u>POST 44/105</u>	:	<u>SENIOR SECTOR EXPERT: HEALTH REF NO: 19/2025</u> Chief Directorate: Health
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum (Level 13), (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 REQUIREMENTS</u>	:	Pretoria Bachelor's Degree (NQF Level 7) in Health Science / Public Health/ Medicine with at least 8 years relevant experience of which 5 years must be at Middle/Senior Managerial level. A valid code 8 Driver's license. A relevant NQF level 8 qualification or higher in Health Science/ Public Health/ Medicine will be an added advantage. Competencies and Skills: Must have good verbal and written communication skills. Good interpersonal skills. Problem solving and analysis skills. Knowledge requirements: Knowledge and understanding of the National Development Plan 2030, National Health Act, 2003, National Health Insurance Act, 2023 and Constitution of the Republic of South Africa (Act No. 108 of 1996). Knowledge of programme and Project Management. Knowledge and understanding of People Management and Empowerment. Personnel Attributes: Client orientation and customer focus. The ability to demonstrate honesty and integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for contributing to the development, monitoring and the periodic review of the Health Chapter of the Medium-Term Development Plan (MTDP) with a view to specifically strengthen and enhance the monitoring of public health care delivery to all South Africans as well as the performance of the health system against regional, continental and global commitments. This entails the development and periodic review of the Health Chapter of the Medium-Term Development Plan (MTDP), linked to the National Development Plan (NDP) 2030, as well as annual reviews of Annual Performance Plans (APPs) of all 10 Health Departments to ensure alignment with the MTDP 2024-2029 and NDP 2030. Continuous monitoring and Bi-Annual Reporting to the executive on progress towards the health chapter in the MTDP 2024-2029, as well as progress towards Sustainable Development Goals (SDGs) and other regional, continental and global commitments. Tracking of progress at the coalface of service delivery in the public sector across 3900 health facilities and provision of technical support for the continuous strengthening of the health system. Technical support for the DPME commissioned the evaluations of health sector programmes, in conjunction with the relevant Branch of DPME. Monitoring progress with the development and implementation of National Health Insurance (NHI) in South Africa, which will usher in Universal Health Coverage. The ensuring of the Branch/Chief Directorate/Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. The ensuring of effective and efficient Human Resources planning for the Branch/Chief Directorate/Directorate. Ensuring effective and efficient business/operational and performance annual planning, as well as sound corporate governance mechanisms for the for the Branch/Chief Directorate/Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Lehong Tel No: (012) 312-0540 Applications can also be emailed to Recruitment19@dpme.gov.za
<u>POST 44/106</u>	:	<u>DIRECTOR: BUSINESS APPLICATIONS DEVELOPMENT & SUPPORT REF NO: 20/2025</u> Directorate: Business Applications Development and Support Re-Advertisement, Applicants who previously applied need not re-apply.
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), (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 REQUIREMENTS</u>	:	Pretoria An appropriate NQF level 7 qualification in Information Technology/ Computer Science or equivalent with a minimum of 8 years relevant experience in Applications Development of which 5 years should be at Middle/Senior Managerial level. Certified specialised training courses such as C#, SharePoint, ASP.Net, SSRS and OSS tools will be an added advantage.

		Competencies and skills: Should have IT Project/ Programme Management, and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of applications development i.e. MS SQL database and C#/ JavaScript/ asp. Net/, SharePoint and reporting tools are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	The successful incumbent will be responsible to manage business applications development and support services within the Department. This entails to manage business application development projects. Manage the development, maintenance and supporting of business applications. Modelling & designing databases. Researching and implementing the emerging technology. Management of Directorate Resources, i.e., Human Resources, Finances, Assets.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 312-0453
<u>APPLICATIONS</u>	:	Applications can also be emailed to Recruitment20@dpme.gov.za
<u>POST 44/107</u>	:	<u>DIRECTOR: FACILITIES AND SECURITY REF NO: 21/2025</u> Directorate: Security and Facilities Re-advertisement, Applicants who previously applied need not re-apply.
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), (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>	:	A relevant NQF level 7 Qualification in in Facility Management/ Security Management/ Social Science/ Public Administration and 8 years in the field of security and facilities management, of which 5 years should be at Middle/Senior Managerial level. Knowledge & Skills: PFMA, GPG and SACR policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers and knowledge of contracts. Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
<u>DUTIES</u>	:	The successful incumbent will be responsible for providing and coordinating security and facilities management. This entails providing of security management services. The providing of facilities and work environment management services. Manage and monitor the compliance with Occupational and Health Safety legislative mandates. Manage resources (Human/ Finance/Equipment/ Assets) of the directorate. The ensuring of the Branch/Chief Directorate/Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. The ensuring of effective and efficient Human Resources planning for the Branch/Chief Directorate/Directorate. The ensuring of effective and efficient business/operational and performance annual planning for the Branch/Chief Directorate/Directorate. The ensuring of sound corporate governance mechanisms for the Branch / Chief Directorate / Directorate.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 312-0453
<u>APPLICATIONS</u>	:	Applications can also be emailed to Recruitment21@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), Private Bag X944, Pretoria, 0028
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FOR ATTENTION
CLOSING DATE
WEBSITE
NOTE

: or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number).
 : Human Resource Admin & Recruitment
 : 12 December 2025 @ 16:30
 : www.dpme.gov.za
 : 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.

INTERNSHIP PROGRAMME
24 MONTHS

OTHER POST

POST 44/108

: **INTERNSHIP PROGRAMME PUBLIC SECTOR MONITORING AND CAPACITY DEVELOPMENT REF NO: DPME/2025/05 (X1 POST)**
 : Chief Directorate: Capacity Development Coordination
 : Duration: 24 months

STIPEND
CENTRE
REQUIREMENTS
ENQUIRIES

: R7 860.50 per month
 : Pretoria
 : National Diploma/Degree in Public Administrations recognised by SAQA.
 : Ms Sharon Maloma Tel No: (012) 312 0457 and Mr Mongezi Davashe Tel No: (012) 312 0464
 : can also be emailed to Recruitmentintern05@dpme.gov.za

APPLICATIONS

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

<u>POST 44/109</u>	:	<u>ADMINISTRATION CLERK REF NO: FS 02/2025 (X15 POSTS)</u> Sub-Section: Case Management
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mayville: Forensic Science Laboratory: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Computer literacy, interpersonal communication (verbal and written) and organizational skills.
<u>DUTIES</u>	:	Core Functions: Perform case reception and registration duties; Perform case allocation to analysts according to the quality standards, Receive exhibits/ dockets from analysts, perform all relevant functions thereafter, client service, including communication, attend to case enquires and scanning of reports; Perform Dispatch functions according to the standards; Receive samples at sample storage areas; preparation of cases offsite archiving; Dispatch of analysed exhibits to Investigating Officers; Ensure compliance to Quality Management and Health and Safety standards.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Warrant Officer VW Chauke Tel No: (012) 421-0501 Tel No: (012) 421-0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083. E-Mail address: MohlalaM2@saps.gov.za Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>NOTE</u>	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp . All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licenses submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment if applicable to the post environment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the appointment to that post. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act no 103 of 1994) as applicable to the post environment. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application

was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

CLOSING DATE : 12 December 2025 at 16:00

POST 44/110 : **SECURITY OFFICERS REF NO: HRD1/11/2025 (X16 POSTS)**

SALARY : R163 680 per annum (Level 03)

CENTRE : SAPS Academy, Philippi

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal/ departmental convictions or criminal/ departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Must have successfully completed Grade 10 (Standard 8) / Basic Education and Training (NQF level 3), for which documentary proof can be produced when required; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security services will be an added advantage; relevant courses in the field of the post and a valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Lieutenant Colonel Sereko Tel No: (021) 370 2665/02

APPLICATIONS : Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, Cape Town, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, Philippi OR E-Mail address: Phillipisupport@saps.gov.za / Phillipihrm@saps.gov.za

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post must be correctly specified on the application form. Short-listed applicants will be required to produce originals of their ID, Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided below (Please note that applications that are submitted to an incorrect physical address will not be considered). Late applications will not be accepted or considered. Short-listed candidates will be subjected to fingerprint screening, reference checking and verification of address, where necessary. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be

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

CLOSING DATE : 12 December 2025 at 16:00

POST 44/111 : **SECURITY OFFICERS (X29 POSTS)**
Division: Supply Chain Management

SALARY CENTRE : R163 680 per annum (Level 03)
: Corporate Support Services: Financial Services (Auxiliary Services): Silverton, Pretoria Ref No: SCM 1/2025 (X5 Posts)
SC Performance Management & Services: SCM Head Office: Pretoria West Auction Centre, Pretoria Ref No: SCM 2/2025 (X7 Posts)
SC Performance Management & Services: SCM Head Office: Silverton Auction Centre, Pretoria Ref No: SCM 3/2025 (X7 Posts)
SC Performance Management & Services: Transport Management: New Vehicle Store Benoni: Gauteng Province Ref No: SCM 4/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Limpopo Uniform Shop (Lebowakgomo): Limpopo Province Ref No: SCM 5/2025
Movable Government Property & Services: Clothing and Distribution Management: Eastern Cape Uniform Shop (Bisho): Eastern Cape Province Ref No: SCM 6/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Free State Uniform Shop (Thaba-Nchu): Free State Province Ref No: SCM 7/2025
Movable Government Property & Services: Clothing and Distribution Management: Northern Cape Uniform Shop (Kimberley): Northern Cape Province Ref No: SCM 8/2025
Movable Government Property & Services: Clothing and Distribution Management: Provisioning Warehouse (Pinetown) KwaZulu Natal Province Ref No: SCM 9/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Provisioning Warehouse (Epping) Western Cape Province Ref No: SCM 10/2025

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal/ departmental convictions or criminal/ departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Must have successfully completed Grade 10 (Standard 8) / Basic Education and Training (NQF level 3), for which documentary proof can be produced when required; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm

competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security services will be an added advantage; relevant courses in the field of the post and a valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES

: Lt Col MPP Moleko/ PPO S Babana/ PO FH Mudau/ PO B Thulare/ AC LT Rammego Tel No: (012) 841 7118 / 7123 / 7217/ 7392 / 7322

APPLICATIONS

: Direct your application to the following addresses: Postal Address: The Divisional Commissioner: Supply Chain Management, Human Resource Management, Private Bag X254, Pretoria, 0001 (For attention: Lt Col MPP Moleko) (please note that posted applications must reach the indicated office on or before the closing date and time specified in the advertisement i.e. 2025-12-12) OR Physical Address: No 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) OR E-Mail address: BabanaS@saps.gov.za / MudauF@saps.gov.za/ThulareBusi@saps.gov.za/ ammegoLT@saps.gov.za

NOTE

: Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post must be correctly specified on the application form. Short-listed applicants will be required to produce originals of their ID, and academic qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided below (Please note that applications that are submitted to an incorrect physical address will not be considered). Late applications will not be accepted or considered. Short-listed candidates will be subjected to fingerprint screening, reference checking and verification of address, where necessary. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. If a candidate is short-listed, it can be expected of him / her to undergo a personal interview as well as practical assessment, where necessary. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the

filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

CLOSING DATE

:

12 December 2025 at 16:00

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.



- APPLICATIONS** : All applications must be submitted online on the following link:
www.statssa.gov.za/recruitment
- CLOSING DATE** : 12 December 2025
- NOTE** : Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be selected. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Submission of certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary are optional and will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned post.

OTHER POST

- POST 44/112** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN & JOB EVALUATION REF NO: 01/11/25HO (X5 POSTS)**
 Term: 12 Months Fixed Term Contract
- SALARY** : R468 459 per annum (Level 09)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three-year tertiary qualification in any of the following fields, Human Resources/ Organisational Development/ Organisation Design/ Work Study/ Management Sciences. At least 2 to 3 years' relevant experience in organisational design, job design, job evaluation and work study. Exposure on organisational functionality assessment (OFA) will be an added advantage. Computer skills in MS Office Suite (e.g. MS Word, MS Excel, PowerPoint); structure design system (e.g. Orgplus); and job evaluation system (e.g. Equate / Evaluate / etc). Communication and supervisory skills. Knowledge of applicable regulatory frameworks. An innovative thinker who is assertive, team –orientated and customer focused, Ability to handle stressful situations, Ability to handle high work volumes, Ability to work under pressure to meet tight deadlines. Willingness to travel.
- DUTIES** : Develop and review organisational and functional structures. Develop and review job descriptions. Conduct job evaluation and implement applicable resolutions and directives. Conduct work study investigations. Coordinate organisational functionality assessment (OFA) projects. Supervise Junior Officers.
- ENQUIRIES** : Ms S Khoza Tel No: (012) 310 8097

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @DTARecruit202511@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	12 December 2025
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

<u>POST 44/113</u>	:	<u>DEPUTY DIRECTOR: PARTNERSHIPS REF NO: 2025/11</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), an all-inclusive remuneration package, (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3-year degree in Public Administration/Management or relevant equivalent qualification at NQF level 7 in the public administration fields. 5 years' experience at junior management level/Assistant Director level plus at least five years' experience in partnerships, advanced research, policy analysis, implementation and monitoring and evaluation. Knowledge of the traditional leadership sector will serve as an added advantage. A valid driver's licence. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Knowledge of government systems, processes. Coordination and facilitation skills. Monitoring and evaluation techniques and skills. Research and policy analysis. Data analysis, analytics and interpretation. Report writing and presentation skills. Advanced computer literacy (database management, Word, Excel and PowerPoint skills). Knowledge of the Traditional Leadership sector Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Coordinate the development of partnership-related policy and support framework aligned with TKLA and national priorities. Support the review of support frameworks to strengthen traditional leadership through effective partnerships. Establish and oversee the partnerships database and ensure proper data governance. Support the monitoring of the implementation of partnership agreements to ensure they meet established goals and objectives. Support the development

of detailed reports on the procurement and management of partnerships in compliance with the Traditional and Khoi-San Leadership Act. Provide strategic advisory and capacity support to traditional leadership structures on socio-economic development initiatives.

ENQUIRIES

: Mr. M. Mpisi Tel No: (012) 065 3426