



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 45 OF 2025

DATE ISSUED 05 DECEMBER 2025

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

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

- : 22 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 (submitted prior to appointment). 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 45/01**

- : **SCIENTIST PRODUCTION - GRADE A REF NO: 3/3/1/19/2025**  
Directorate: Agricultural Inputs Control

**SALARY**

- : R761 157 per annum, (OSD), (all-inclusive salary package to be structure in accordance with OSD rules)

**CENTRE**  
**REQUIREMENTS**

- : Gauteng (Pretoria): Head Office
- : The applicant must be in possession of Grade 12 (Matric) certificate. BSc (Hon) in Agriculture with Soil Nutrition as a major subject. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification regulatory experience. Job Related

Knowledge: Applicants must have expertise and experience in the interpretation of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act, 1947 (Act No. 36) together with its regulations and guidelines. Job Related Skills: Programme & project management. Scientific methodologies and models. Ability to research and develop independently. Legal compliance. Data analysis (high level analytical skills). Computer applications (MS Office Software- Word, Excel and Power Point). Technical report writing (ability to prepare and present complex reports). Customer services skills. Communication skills (verbal and written). Drivers' license. Presentation skills. Ability to work under pressure. Extended working hours / overtime may be required.

## **DUTIES**

: Develop and implement methodologies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures by developing administrative and compliance regulations and SOP's. Identify gaps and develop appropriate interventions by developing guidelines and conducting training workshops. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework by writing technical reports. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Perform scientific analysis and regulatory functions. Conduct analysis of scientific data during the evaluation of applications to register animal feeds, fertilizer and pesticides. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Compile technical reports. Research and Development. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research/literature studies to improve expertise by reading technical publications. Publish and present research findings. Liaise with relevant bodies/councils, industries, government departments and other stakeholders on science and regulatory related matters. Human Capital and Development. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Customer Service Management.

## **ENQUIRIES APPLICATIONS**

: Mr MJ Mudzunga Tel No: (012) 319 6502  
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SPrecruit192025@nda.agric.za](mailto:SPrecruit192025@nda.agric.za)

## **NOTE**

: African and White Males, and persons with disability are encouraged to apply.

## **POST 45/02**

: **SCIENTIST PRODUCTION - GRADE A REF NO: 3/3/1/20/2025**  
Directorate: Inspection And Quarantine Services

## **SALARY**

: R761 157 per annum, (OSD), (all-inclusive salary package to be structure in accordance with OSD rules)

## **CENTRE REQUIREMENTS**

: Western Cape (Stellenboch Office)  
: The applicant must be in possession of Grade 12 (Matric) certificate. Science degree (BSc)(Hon) or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Job Related Knowledge: Applicants must have knowledge of legal compliance: Agricultural Pests Act, 1983 (Act No. 36) and applicable regulations: Plant Improvement Act, 1976 (Act No 53); and International Standards for phytosanitary measures- IPPC & WTO/SPS. Public Finance Management Act (PFMA). Knowledge of Public Service and Departmental prescripts/ policies. Quarantine procedures and protocols. Diagnostic procedures. Good laboratory practices. Relevant legislation and regulations, norms and standards. Export and import procedures and policy. A valid driver's license. Job Related Skills: Programme & project management. Scientific methodologies and models. Research & development experience. Knowledge of legal compliance. Data analysis.

	Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgement. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organizational. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.
<b><u>DUTIES</u></b>	: Develop and implement methodologies, systems and procedures for the detection and identification of pests of phytosanitary importance. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Perform scientific analysis and regulatory functions in the area of plant quarantine. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance and development of staff.
<b><u>ENQUIRIES</u></b>	: Mr Theo Pongolo Tel No: (021) 809 1640
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:SPrecruit202025@nda.agric.za">SPrecruit202025@nda.agric.za</a>
<b><u>NOTE</u></b>	: African Males and Females, and persons with disability are encouraged to apply.
<b><u>POST 45/03</u></b>	: <b><u>ASSISTANT DIRECTOR: SENIOR MANAGEMENT SERVICES (SMS) REF NO: 3/3/1/13/2025</u></b> Directorate: Human Resource Administration: Gauteng (Pretoria)
<b><u>SALARY</u></b>	: R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	: Gauteng (Pretoria): Head Office
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Human Resource Management (NQF 6). Minimum of 3 years' experience in Human Resource Management environment. Job related knowledge: Public Service Act. Public Service Regulations. Public Finance Management Act. Human Resource (HR) matters. Reporting procedures. Compilations of management reports. Labour relations. Supervisory skills and competencies. Human Resource Administration (HRA) policies and practices. Public Service Reporting. Computer base HR information systems. Job related skills: Communications (verbal and written) skills. Strategic planning and leadership skills. Interpersonal skills. Problem solving skills. Conflict resolutions skills. Interpretation skills. Analytical skills. Presentation and facilitation skills. Report writing skills. People management skills. Administrative skills. Customer focus skills. Computer literacy. Valid Divers' license. Working irregular hours.
<b><u>DUTIES</u></b>	: Supervise the allocated resources of the Sub Directorate. Ensure capacity and development of employees. Evaluate and monitor performance of employees. Monitor and ensure proper utilization of equipment and reporting thereof. Provided HR advisory to line managers on HR compensations management, HR service benefits and conditions. Provide advisory services and respond to all enquiries received, in line with the government's legislative frameworks and the Department's policies and directives to the Department's line functionaries and SMS members. Know and apply legislation, policies and procedures. Ensure proper maintenance of all relevant databases. Conduct regular workshops with line functionaries regarding service benefits and conditions.

		Administer the administration of the capturing of appointments/acting appointments of SMS members on the PERSAL System. Ensure that HR systems and processes are in place to enable HR support to SMS members. Assist in the management and quality assurance of the source documents submitted and approve. Know and apply legislation, policies and procedure. Administer and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counteroffers etc.). Ensure compliance with the legislative frameworks. Quality assure and manage the submission of documents on the relevant systems. Approve. Plan and facilitate the administration of conditions of service and service benefits for SMS members. Administer leave and termination of services. Administer allowances (e.g. housing, overtime, long service). Provide advice with regard to service benefits and conditions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Sharon Waverley Tel No: (012) 312 9758
	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:ASDSMSrecruit132025@nda.agric.za">ASDSMSrecruit132025@nda.agric.za</a>
<b><u>NOTE</u></b>	:	Coloured Males and Coloured, Indian, White Females and persons with disability are encouraged to apply.
<b><u>POST 45/04</u></b>	:	<b><u>CHIEF MONITORING ANALYST REF NO: 3/3/1/14/2025</u></b> Chief Directorate: Planning, Monitoring and Evaluation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Gauteng (Pretoria): Head Office
	:	Applicants must be in possession of a Bachelor's Degree / National Diploma in Agricultural Science, Agricultural Economics, Statistics, Auditing, Public Administration / Management (NQF6). Minimum of 3 years of proven experience in performance monitoring, evaluation, Project and programme management, strategic planning preferably in agricultural environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. DPME regulations, Performance auditing, Project and programme management, Quality improvement, Ability to customize and package information to user requirements. Job related skills: Computer literacy, Analytical and research skills, Communication and interpersonal skills, Presentation skills, Problem solving skills, Report writing skills. A valid driver's license. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Coordinate organisational performance analysis against predetermined objectives. Coordinate analysis on organisational performance reporting. Analyse state of performance controls and inform continuous improvements to satisfy prescribed performance standards for accountability and transparency. Use analysis findings to inform agenda on capacity building/advisory to achieve improved organisational performance. Support use of analysis findings to proactively overcome challenges, develop guiding documents and tools and enhance management decision making process.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Evans Kgasago Tel No: (012) 312 8063/8068
	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:CMArecurit142025@nda.agric.za">CMArecurit142025@nda.agric.za</a>
<b><u>NOTE</u></b>	:	Coloured, Indians, White Males and Females, and persons with disability are encouraged to apply.
<b><u>POST 45/05</u></b>	:	<b><u>SENIOR ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: 3/3/1/15/2025</u></b> Directorate: Human Resource Utilization and Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08)
	:	Gauteng (Pretoria): Head Office
	:	Applicants must be in possession of a National Diploma in Management Services / Operations Management / Production Management, Organizational and Work study qualifications (NQF level 6). Minimum of one (1) year experience. Job related knowledge: Knowledge of the Public Service and Departmental prescripts / policies. Work study principles and techniques, Job design and job profile compilation, Policies, procedure and prescripts,

	Research / analysis, Job analysis and evaluation. Job related skills: Planning and organizing, Communication, Interpersonal relations, Accuracy, thoroughness and timorousness, Facilitation and presentation, Interpretation of policies and analytical skills. Be willing to travel and work long extended hours. A valid driver's license.
<b><u>DUTIES</u></b>	: Conduct job analysis and job evaluation: acknowledge all requests received, identify relevant role-players, conduct interview to obtain relevant information, identify organisation deficiencies, benchmark posts, complete relevant Compensate-Evaluate documents, compile final documents and present recommendations to the JE panel. Render support regarding the provision of secretariat services for committees: arrange venue for meetings, capture JE data on Compensate-Evaluate system, prepare files for JE panels, capture information during JE panel meetings into Compensate-Evaluate system, Update JE documents with amended information, update JE database and filing of JE documents. Compilation of job descriptions: gather relevant information from the available resources (including research, benchmarking, etc), arrange meetings and gather information with relevant role players, analyse gathered information and consult stakeholders. Undertake organisation and post establishment investigation: develop term of reference for interventions, undertake research / benchmark to obtain all necessary information, analyse and process information, undertake functional analysis, determine post establishment needs and make recommendations and draft optimization structure and job descriptions. Undertake investigations to optimize work procedures and methods: Gather and analyse information, compile documents (report etc) of analysed information with recommendations and compile draft report with recommendations.
<b><u>ENQUIRIES</u></b>	: Ms Lexy Manamela Tel No: (012) 312 9569
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:SODPRecruit152025@nda.agric.za">SODPRecruit152025@nda.agric.za</a>
<b><u>NOTE</u></b>	: White Males and African, White Females, and persons with disability are encouraged to apply.
<b><u>POST 45/06</u></b>	: <b><u>BURSARY OFFICER REF NO: 3/3/1/16/2025 (X2 POSTS)</u></b> Directorate: Sector Education and Training
<b><u>SALARY</u></b>	: R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	: Gauteng (Pretoria): Head Office
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a National Diploma in Human Resources Development / Public Administration / Office Management / Education (NQF6). Minimum of 2 years of experience in bursary administration, information management, database management and working with students in institutions of higher learning. Job related knowledge: Project management, Monitoring and Evaluation, Skills Development Act, SAQA Act, Further Education and Training Qualification Act. Job related skills: Facilitation & Project Management skills, Planning, Initiative, Interpersonal skills and Problem solving. A valid driver's license.
<b><u>DUTIES</u></b>	: Render recruitment and selection of department's bursary holders. Conduct needs analysis annually to identify and prioritize skills in agriculture and produce annual bursary adverts. Facilitate the advertisement of bursary opportunities in the national print and electronic media. Distribute the advert and posters to the relevant stakeholders (Provincial Departments of Agriculture, municipalities, ARC, High School, Tertiary Institutions, community libraries, labour regional office, internet/intranet and members of the public. Conduct response handling on bursary application and execute the following: Receive, sort and capture application forms in response to the advert. Draft and send regret and acknowledgement letters and request outstanding documents. Conduct preliminary selection using the 14 points system of all relevant applications and prepare files for the selection committee. Organize and carry out all logistical arrangement to host the National Bursary Committee (NBC) meeting which finalizes bursary awards. Compile a comprehensive list of successful candidates approved by the selection committee. Prepare bursary award letters for new bursary holders in various fields of studies and informed candidates about the success of the bursary application. Coordinate the signing of bursary contracts by successful candidates. Respond to telephone queries and appeal letters from members of the public including emails and physical visits. Inform various institutions about new and current

bursaries. Render administration and information management services. Create and continuously update files for each bursary holder with relevant documents. Populate and update databases: such as database of all beneficiaries, database of discontinued and suspension of studies, database of National Bursary Committee (NBC). Prepare financial guarantee letters for old bursary holders who are continuing with their studies, bursary reinstatement letters and bursary extension letters. Prepare and send confirmation list of all bursary holders of institution of learning. Compile fees structure per institution hosting DoA bursary holders and process payments of tuition, accommodation, books, meals and monthly allowance. Continuously analyse and verify the students accounts. Monitor expenditure of bursary funds by beneficiaries and compile monthly and quarterly reports thereof. Reconcile on monthly basis amount paid to institutions as per drawdown schedule of payments done by NFSAS against the approved fees structure. Compilation of reports. Receive, verify and process invoices payments of bursary funds to high school bursary holders. Compile Annual Report on the implementation of the External Bursary Scheme. Compile briefing reports of bursary awards. Compile ToRs of the bursary monitoring meetings. Compile minutes of the meetings. Compile and package necessary information (evidence) required by Auditor-General during auditing period. Conduct bursary monitoring meetings. Execute all logistical arrangements for bursary monitoring meeting (arrange venues, transport, invitation, agenda, documents etc). Conduct monitoring meetings at institutions of higher learning where DoA bursary holders are registered. Orientation meetings to check settlement of new bursary holders and to ensure that they have all resources. Group monitoring meetings to address bursary holders on cross cutting issues like External Bursary Policy and procedures, do's and don'ts, what is covered by the bursary etc. Meetings with financial aid officers at institutions of higher learning and principals of schools to verify if bursary funds paid is used for the purpose it is meant for. Facilitate job / experiential placement of bursary holders within the department and with the relevant industries. Compile a list of bursary holder who need experiential / internship training or vacation work annually. Advise bursary holders to develop job search skills such as CV writing and job interview skills. Lobbying with employers from the sectors to recruit DoA completing bursary holders. Link bursary holders with companies and organisations after completion of studies. Provide secretarial support and general administrative support during interviews conducted to appoint completing bursary holders.

**ENQUIRIES  
APPLICATIONS**

: Mr Phillemon Mathebula Tel No: (012) 319 7843  
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [BOrecruit162025@nda.agric.za](mailto:BOrecruit162025@nda.agric.za)

**NOTE**

: African, White, Indian Males and White, Indian Females, and persons with disability are encouraged to apply.

**POST 45/07**

: **SUPPLY CHAIN PRACTITIONER: DEMAND MANAGEMENT REF NO: 3/3/1/17/2025**  
Directorate: Demand And Acquisition Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07)  
: Gauteng (Pretoria): Head Office  
: Applicants must be in possession of a National Diploma in Financial Management /Logistics/ Purchasing Management/ Supply Chain Management/ Public Administration (NQF level 6). Minimum of 1 year experience in (SCM) Demand Management and Acquisition Management. Job related knowledge: Knowledge of public sector procurement processes. Supply Chain Management Policy Framework or Guide to accounting officers. Public Financial Management Act, Preferential Procurement Policy Framework Act, CIDB prescripts, Treasury Regulations and other SCM prescripts. Job related skills: Supervisory skills, Good interpersonal relations, Time management skills, Computer literacy, Good written and verbal communication skills, Organizing and office administration skills, good data analysis and report interpretation skills. Ability to work under pressure and deliver to tight deadlines. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies. A Valid divers' license.

**DUTIES**

: Provide administration support on functional planning and operations for Demand Management: Render administrative activities regarding procurement planning of goods, works or services for the unit. Collate, verify and consolidate



Demand Management Plans to produce Departmental Integrated Demand Management Plan. Draw reports on BAS to check, verify and confirm the allocated budget per office and their expenditure. Supervise and render demand and acquisition clerical services: Update and maintain supplier database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusions. Administer requisitions and conduct market analysis: Check, analyse and submit requests to quotation units daily. Conduct market analysis on requisitions. Provide integrated monthly requisition spreadsheet. Provide effective document control, filling and administrative support: File all documents including deviation memos and other relevant memos. File terms of reference electronically and manually.

**ENQUIRIES** : Ms R Goolam Tel No: (012) 312 8395  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SCPDMrecruit172025@nda.agric.za](mailto:SCPDMrecruit172025@nda.agric.za)  
**NOTE** : African, Coloured Males and African, Coloured Females, and persons with disability are encouraged to apply.

**POST 45/08** : **ADMINISTRATION CLERK REF NO: 3/3/1/18/2025**  
 Directorate: Plant Health

**SALARY** : R228 321 per annum (Level 05)  
**CENTRE** : Gauteng (Pretoria): Head Office  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

**DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : Ms Thozama Nonqane Tel No: (012) 312 6213  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [ACrecruit182025@nda.agric.za](mailto:ACrecruit182025@nda.agric.za)

**NOTE** : White, Indian Males and Indian, Coloured Females, and persons with disabilities are encouraged to apply.

**POST 45/09** : **REGISTRY CLERK REF NO: 3/3/1/21/2025**

**SALARY** : R228 321 per annum (Level 05), (Plus additional 37% in lieu of benefits)  
**CENTRE** : Gauteng (Pretoria): Head Office:  
 Directorate: Office Of the Minister (X1 Post)  
 Office Of the Deputy Minister (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Must be in possession of grade 12 (matric) certificate. No experience required. Job Related Work Knowledges: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understating of the work in registry. Job Related Skills: Planning and organising. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective and record management services. Opening and close files according to record classification system. Filling/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operating office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finances. Send wrong remittance back to sender via registered post and record references number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and packaging files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	Mr Godfrey Matloga Tel No: (012) 312 9416
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:RCrecruit212025@nda.agric.za">RCrecruit212025@nda.agric.za</a>
<b><u>NOTE</u></b>	:	African Males and Females, and person with disabilities are encouraged to apply
<b><u>POST 45/10</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: 3/3/1/22/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R193 359 per annum (Level 04), (Plus 37% in lieu of service benefits)
	:	Gauteng (Pretoria): Head Office:
	:	Directorate: Office of The Minister (X1 Post)
	:	Office Of the Deputy Minister (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Must be in possession of grade 10/ ABET qualification. The candidate must have 7 months' relevant experience. Job Related Work Experience: Knowledge of THE city (ies) in which the function will be performed. Job Related Skills: Must have organising skills and good communication and interpretation skills. Valid code 8 Drivers license.
<b><u>DUTIES</u></b>	:	Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / branch or any other component within the department and related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the files. Copy and fax documents.
<b><u>ENQUIRIES</u></b>	:	Mr Godfrey Matloga Tel No: (012) 312 9416
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:DMrecruit222025@nda.agric.za">DMrecruit222025@nda.agric.za</a>
<b><u>NOTE</u></b>	:	African Males and Females, and persons with disabilities are encouraged to apply.

**DEPARTMENT OF BASIC EDUCATION**

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at <a href="mailto:HR@dbe.gov.za">HR@dbe.gov.za</a> . Please visit the Department of Education's website at <a href="http://www.education.gov.za">www.education.gov.za</a> or the Department of Public Service and Administration vacancy circulars at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr M Segowa/Ms N Monyela
<b><u>CLOSING DATE</u></b>	:	22 December 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

**MANAGEMENT ECHELON**

<b><u>POST 45/11</u></b>	:	<b><u>CHIEF DIRECTOR: CURRICULUM IMPLEMENTATION AND MONITORING</u></b> <b><u>REF NO: DBE/27/2025</u></b> Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Curriculum Implementation and Monitoring
<b><u>SALARY</u></b>	:	R1 494 900 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The applicant must be in a possession of a relevant Bachelor's degree (NQF level 7) or equivalent qualification as recognised by SAQA; The incumbent must have five (5) years' experience at a Senior managerial level and in high level planning and management; The successful applicant must have extensive knowledge of, and insight and experience in the broad education policy framework that guides the provision of education in South African schools, curriculum development and support as it applies to the National Curriculum Framework (NCF) for the 0-4 years old as well as the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) for Grades R to 12; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem-Solving and Analysis; Client Orientation, Customer Focus and Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, promotion communication, innovation, creativity and ability to prepare speeches; the candidate must be confident, trustworthy, accurate, adaptable and diplomatic; Applicant must have a valid driver's license and willing to travel extensively.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing strategic leadership, managing, guiding and supporting the Chief Directorate: Curriculum Implementation and Monitoring in its objective to improve the quality of Basic Education for the 0-4 years olds in Grades R to 12 through improving teacher

capacity and practices; Increasing learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling 2030; Collaborating with state institutions, National and International Bodies as well as NGO's; Developing and ensuring implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Strengthening School Based Assessment to enhance teaching practice; Developing and implementing a strategy to promote the utilisation of data to enhance teaching quality and efficiency; Developing and implementing business processes on the work done to inform Norms and Standards; Improving the quality of Early Childhood Development (ECD); Improving the access of children to qualify for ECD below Grade 1 as well as the grade promotion of learners through Grade 1 to 9 phases of school; Improving the access of Inclusive Education; Ensuring that all children remain effectively enrolled in school up to the year in which they turn 15; The incumbent will be responsible for the development and maintenance of policies and programmes to ensure quality implementation of the NCF and the CAPS, including having responsibility for quality programmes for children experiencing barriers to learning; Increasing the number of learners in Grade 6 who have mastered the minimum language and mathematics competencies; Increase the number of learners in Grade 9 who by the end of the year have mastered the minimum language and mathematics competencies; Implementation of the IIAL and GET Strategy and increasing the number of Grade 12 learners who became eligible for a Bachelor's programme at University.

**ENQUIRIES  
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294  
: A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment) the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 45/12**

: **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DBE/28/2025**  
Branch: Finance and Administration  
Chief Directorate: Legal and Legislative  
(Re-advertisement, people who have previously applied need not to re-apply)

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 494 900 per annum  
: Pretoria  
: The applicants must be in a possession of a relevant Bachelor of Law Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; A Master's Degree in Law will be an advantage; At least 10 years working experience in the Legal field and with a minimum of 5 years' experience at a Senior Managerial Level; Experience in Education Law is a pre-requisite; The candidate must be admitted as an Attorney or Advocate; The post requires a person with excellent leadership and strategic management skills; Excellent communication skills (verbal and written); Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); Research and policy formulation; Presentation skills; Analytical and problem-solving skills; Candidate must be confident, trustworthy, accurate, adaptable and diplomatic. A valid driver's license; Ability to work long hours and travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for managing two Directorates: Legal Services and Legislative Services; Providing litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE); Providing legal advice to the entire Department; Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation; Administering legislation of statutory bodies; Rendering a legal interpretation and advisory service to the DBE; Managing court cases on behalf of the Minister and DG of DBE; Drafting advice on national and international agreements and negotiating the terms of the agreement with parties.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
	:	A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment), the full details of the outlined requirements and course information can be sourced by following the link <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
<b><u>POST 45/13</u></b>	:	<b><u>CHIEF DIRECTOR: PUBLIC EXAMINATIONS AND ASSESSMENTS REF NO: DBE/29/2025</u></b> Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Public Examinations and Assessments Re-advertisement, people who have previously applied need not to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum
	:	Pretoria
	:	The applicants must be in a possession of a Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; 5 Years' experience at senior managerial level; Experience in the education sector; Understanding of policies governing Public Examination and Assessment; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the managing and administration of the National Examination Assessment; Managing the setting of high quality Grade 12 examination question paper; Managing and Enhancing the National Computer System for examinations and assessment in the GET and FET bands; Managing and Improving the certification process relating to Senior Certificate and National Senior Certificate; Managing the administration of International Assessment relating to TIMSS, PIRLS, SACMEQ and TALIS; Managing the administration of the GEC pilot; Developing and assessment regime for the introduction of mother tongue Based Bilingual Education in the GET band; Developing high quality test items for diagnostic, summative and systematic assessment in the GET bands; Promoting the integration of formative assessment in teaching and learning in both GET and FET bands; Implementing a General Education Certificate at the end of Grade 9; Implementing a model of systemic evaluation that will provide valuable data on the performance of the system; Conducting assessment to determine the readiness of Grade R learners to grade 1; Supporting and Coordinating the implementation of the examinations across the nine provincial education departments; Improving the quality assurance of summative school based assessment in both the GET and FET bands; Improving the quality of marking in the Public Examinations; Providing accurate and reliable data on learner performance in the GET and FET bands.
<b><u>ENQUIRIES</u></b>	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

**NOTE** : A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment), the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

#### OTHER POSTS

**POST 45/14** : **DEPUTY DIRECTOR: RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/30/2025 (X2 POSTS)**  
Branch: Business Intelligence  
Chief Directorate: Strategic Planning, Research, Evaluation and Monitoring

**SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum  
: Pretoria.  
: The applicants must be in a possession of an appropriate Bachelor's Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; At least four years of relevant technical experience in research, monitoring and evaluation with supervisory responsibilities is required, in project management, coordinating research projects, and coordinating work amongst team members; At least two years of experience in managing evaluations in the education sector, involving aspects such as the coordination of large data collection exercises, data management, questionnaire design for school - based survey and service provider management; Knowledge of basic education regulations and policies; Knowledge of the latest research on education system reform and a proven personal track record of undertaking research, monitoring and evaluation in the basic education sector will be highly advantageous; Knowledge of relevant national education datasets and working experience of such datasets will be highly advantageous; Ability and experience in writing research reports where the candidate was the primary author of at least two technical evaluation or research reports; Ability to develop monitoring tools; and high level skills in the use of the MS Office Suite; Ability to make presentations to stakeholders; Ability to analyse, interpret and report on quantitative as well as qualitative data; Working experience of statistical packages such as R or STATA.

**DUTIES** : The successful candidate will be responsible for monitoring and evaluating the policy outputs of the education system and co-ordinating research; Designing, managing and supporting large scale evaluation and research studies commissioned by the Department; Facilitating capacity building on planning, monitoring and evaluation; Liaising and network with research organisations, including presenting DBE research at conferences.

**ENQUIRIES NOTE** : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294  
: All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance

**POST 45/15** : **ASSISTANT DIRECTOR: SECURITY AND ASSET MANAGEMENT REF NO: DBE/31/2025**  
Branch: Finance and Administration  
Chief Directorate: Financial Management Services

**SALARY CENTRE** : R468 459 per annum  
: Pretoria

**REQUIREMENTS**

: The applicant must be in a possession of a Three (3) year relevant post matric qualification in Security, Risk Management or equivalent qualification; Three (3) years relevant experience at a supervisory level; A State Security Management Course will be an added advantage; Must have a PSIRA registered Grades A, B, C or D security certificates/Fire Fighting and First Aid Certificate/Advanced Investigation Certificate and a valid driver's license.

**DUTIES**

: The successful candidate will be responsible for managing security operations in the Department; Managing of security service contracts; Conducting security risk/appraisals ensuring compliance with SSA and MPSS; Ensuring and monitoring adherence to department security system and policies; Ensuring implementation of security measures; Monitoring and providing strategic guidance to the Department of security issues as well as security bridges; Monitoring the extent of adherence to and compliance with security policies and ensuring that officials with access to sensitive information are vetted; Promoting and facilitating security awareness programmes; Conducting all security threats and risk assessments; Advising management regarding security risks; Planning all security measures and procedures; Implementing OHS Act and MISS following the State Security Agency (SSA) policies; Liaising with the SSA and other security agencies to ensure effective security. Preparing and submitting security reports for consideration by Senior Management.

**ENQUIRIES**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

**NOTE**

: All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

**DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES**

*The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.*



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account. Applications must be submitted with two attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website (Z83 editable) and 2. A recently updated comprehensive Curriculum Vitae. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant.
- CLOSING DATE** : 22 December 2025
- NOTE** : Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The CVs submitted will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty.

**OTHER POSTS**

- POST 45/16** : **DEPUTY DIRECTOR: BROADCASTING TECHNOLOGIES AND STRATEGIES REF NO: DDBTS**  
Nature of Appointment: Permanent
- SALARY** : R1 059 105 per annum (Level 12), (this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria, Hatfield
	:	An undergraduate qualification (NQF level 6/7) Degree in Broadcasting/ Telecommunications/ ICT/ Engineering or relevant field, as recognized by the South African Qualifications Authority. A minimum of three (3) years' experience in Broadcasting/ Telecommunications/ ICT/ Engineering relevant environment at Assistant Director/ Supervisory level. Skills / Competencies and Knowledge: Core competencies: Understanding of digital broadcasting; Understanding of signal distribution; Understanding Broadcast engineering principles; Acceptance of responsibility; Communication; Initiatives; Job Knowledge; Planning and execution; Quality of work; Reliability; Teamwork. Technical competencies: Broadcasting Infrastructure Development; Broadcasting engineering; Digital Migration Expertise; Stakeholder Management and Collaboration; Monitoring and Evaluation.
<b><u>DUTIES</u></b>	:	To manage and coordinate the design and implementation of Broadcasting Technologies programmes and strategies to support the achievement of the DCDT strategic objectives. The successful candidate will: Contribute technical insights to the development of Broadcasting Technologies programmes, strategies and plans. Coordinate the planning and implementation of national broadcasting infrastructure projects. Coordinate the implementation of South Africa's digital migration strategy from analogue to digital broadcasting and manage the efficient use of broadcasting spectrum to enhance service quality and expand access. Provide support on the development and review of policies, regulations, and technical standards that govern broadcasting services and technologies, ensuring alignment with national and international broadcasting frameworks. Support the initiatives related to the adoption and integration of emerging broadcasting technologies, such as IPTV, OTT (Over-the-Top) services, and 5G broadcasting, ensuring innovation and modernization within the sector. Collaborate with industry stakeholders, including public and private broadcasters, content creators, regulatory bodies (ICASA), and international broadcasting organizations, to foster partnerships and drive broadcasting infrastructure development. Conduct oversight monitoring on the implementation of projects and programmes within the broadcasting infrastructure directorate. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
<b><u>ENQUIRIES</u></b>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<b><u>APPLICATIONS</u></b>		Application Link <u>Deputy Director: Broadcasting Technologies and Strategies</u>
<b><u>POST 45/17</u></b>	:	<b><u>DEPUTY DIRECTOR: SPECTRUM PLANNING REF NO: DDSP</u></b> Nature of Appointment: Permanent The purpose of the post is to manage and coordinate the implementation of Spectrum Planning services in support of the DCDT strategic objectives.
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria, Hatfield
	:	An undergraduate qualification (NQF level 7) Degree in Science/ Electrical Engineering/ ICT or relevant field, as recognized by the South African Qualifications Authority. A minimum of three (3) years' experience in Science/ Electrical Engineering/ ICT or relevant environment at Assistant Director/ Supervisory level. Skills / Competencies and Knowledge: Core competencies: In-depth knowledge of radio frequency propagation, modulation and signal timing; Interference management; Awareness of emerging technologies; Understanding how spectrum affect market dynamics; Understanding the economic and social value of spectrum; Evidence-based analysis; Policy development; Legal and Regulatory framework knowledge; International Coordination. Technical competencies: Understanding propagation models, compatibility of different frequency bands; Spectrum Management and Planning; Policy and Regulatory Development; Technical Radiocommunication Expertise; Project Management; Understanding coexistence studies; Policy Analysis.
<b><u>DUTIES</u></b>	:	The successful candidate will: Conduct market research, drafting policies and legislation, in spectrum. Support in the development of national policies, guidelines and goal for spectrum use. Contribute technical insights to the development and review of radio frequency spectrum policy and strategy in line

with related legislation, strategy to support the implement of radiocommunication services. Assist in facilitating the allocation of spectrum for government services including spectrum for security services in line with related legislation. Review and supporting the implementation of guidelines to ensure effective participation at international fora, such as ITU, SADC and ATU. Provide support in the development of bilateral and multilateral agreements to facilitate cross border radio frequency spectrum coordination. Assist with oversight services to monitor the performance of the entities (strategic, operational and financial performance) to ensure business impact, financial viability and sustainability. Coordinate the submission of government services spectrum users during the development of radio regulations (i.e. spectrum regulations, national radio frequency plan, etc.) Assist with facilitating engagement with all stakeholders, including private companies, government agencies, and the public, to understand and address needs of various spectrum users. Contribute technical insights to the development of country positions to support the review and revision the radio regulations, the international treaty governing the use of the radio-frequency spectrum and the geostationary-satellite and non-geostationary-satellite orbits. Research spectrum policy trends and market requirements. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

**ENQUIRIES** : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

**APPLICATIONS** : Application Link Deputy Director: Spectrum Planning

**POST 45/18** : **ASSISTANT DIRECTOR: SATELLITE AND SPACE COMMUNICATION SERVICES REF NO: ASDSSCS**

Nature of Appointment: Permanent

The purpose of the post is to facilitate the implementation of Satellite and Space Communication services systems, processes and activities in the Department.

**SALARY** : R582 444 per annum (Level 10)

**CENTRE** : Pretoria, Hatfield

**REQUIREMENTS** : An undergraduate qualification (minimum on NQF level 6) as recognized by the South African Qualifications Authority in Science/ Electrical Engineering/ Satellite Communication or relevant field. Minimum of 3 years' experience in Science/ Electrical Engineering/ Satellite Communication or related environment. Professional Certification, if relevant. Skills / Competencies and Knowledge: Core competencies: Understanding the basics of satellite link design and earth stations; Understanding how satellite systems integrate with terrestrial networks; Inference Analysis and Coordination; Understanding Constellations and new satellite applications to ensure forward policy looking; Knowledge of legislations, viz Electronic Communications Act; International Regulations, familiarity with ITU. Technical competencies: Satellite Communication basics; Radio frequency Management; Project Management; Software Tools; Orbital Mechanics & Thermodynamics; Electronics & Communications Systems; Report writing, input towards policy development and draft technical reports.

**DUTIES** : The purpose of the post is to facilitate the implementation of Satellite and Space Communication services systems, processes and activities in the Department. The successful candidate will: Assist in project managing satellite communications initiatives and drafting projects documentation to engage with national stakeholders, including satellite operators, broadcasters, government departments, and space agencies, to ensure alignment with national priorities for space communication. Contribute to the planning, allocation, and management of radio frequency spectrum for satellite communications, ensuring optimal and efficient use of satellite frequencies. Compile records of satellite infrastructure projects contributing to national communication goals and the broader digital transformation agenda. Contribute to providing technical guidance on innovation and research in satellite communication technologies, supporting the development of new satellite services for public, private, and government use. Facilitate and coordinate stakeholders' contributions to queries 'and analysis required from time to time of the directorate of Satellite and Space Communication Services and preparing reports as may be required by stakeholders for progress tracking and status

		reporting to provide regular updates. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
<b><u>ENQUIRIES</u></b>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<b><u>APPLICATIONS</u></b>	:	Application Link <u>Assistant Director: Satellite and Space Communication Services</u>
<b><u>NOTE</u></b>	:	Persons younger than 35 Years of age, are encouraged to apply.
<b><u>POST 45/19</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRAPHIC DESIGN (REF: ASDGD)</u></b> Nature of Appointment: Permanent
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6/7), as recognized by the South African Qualifications Authority, in Graphic Design / Multimedia Design / Marketing or relevant field. A minimum of three (3) years' experience in graphic design, of which two (2) years' must be at a supervisory level. Skills / Competencies and Knowledge: Strong communication, client orientation, and customer-focus skills. Excellent report writing and interpersonal skills. High levels of integrity, confidentiality and service delivery innovation. Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat Pro). Solid understanding of typography, colour theory, layout design, and digital asset creation. Ability to work across iOS, Windows, and cloud-based storage. Knowledge of HTML/CSS is advantageous. Strong organisational skills and ability to manage multiple projects in a fast-paced environment.
<b><u>DUTIES</u></b>	:	The purpose of the post is to implement graphic design services to support the Department's communication objectives across digital, print and social media platforms. The successful candidate will play a central role in delivering the Department's visual communication strategy across digital, print, and social media platforms. Key responsibilities include: executing graphic design activities that support the Department's broader communication objectives. Conceptualising, planning, and producing creative design projects aligned with the Department's visual identity and digital transformation objectives. Developing graphic designs for both internal and external Departmental programmes and events. Creating high quality digital assets, using Adobe Creative Suite. Ensuring excellence in typography, imagery, layout and overall visual communication. Working closely with internal clients to define briefs, objectives, and project requirements. Presenting ideas, concepts, and artwork to clients for feedback and approval. Staying abreast of emerging design trends, technologies and industry best-practices. Standardising templates, forms and documents according to brand guidelines. Managing and organising departmental libraries of photographs, images and vector files. Review production outputs with external service providers to ensure quality. Contributing to key result areas such as Project Management, Financial Resource Management, Driving Change and Operational Excellence, and Managing Information.
<b><u>ENQUIRIES</u></b>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<b><u>APPLICATIONS</u></b>	:	Application Link <u>Assistant Director: Graphic Design</u>
<b><u>NOTE</u></b>	:	Persons younger than 35 Years of age, are encouraged to apply.
<b><u>POST 45/20</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: ASDDM</u></b> Nature of Appointment: Permanent
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management/ Procurement/ Finance or relevant field. NQF level 7 qualification will be an added advantage. A minimum of three (3) years' experience in the Supply Chain Management environment, of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Job Knowledge, Technical Skills, Acceptance of Responsibility, Quality of work, Reliability, Initiative, Communication, Computer skills, Report writing, Client Orientation and customer focus, Honesty and integrity, Service Delivery Innovation, Interpersonal Skills Confidentiality, Management of Human Resources,

		Treasury Regulations, Treasury instruction notes, Supply Chain Management Framework, PFMA, Audit investigation, Risk Management, Budgeting Management, Modified Cash Standards, SCM framework, Human Resource Management, SCM Guide for Accounting Officers.
<b><u>DUTIES</u></b>	:	The purpose of the post is to coordinate the development, implementation, and monitoring of the departmental demand management plan in line with the Public Finance Management Act (PFMA), National Treasury Regulations, and Supply Chain Management (SCM) frameworks. The successful candidate will: coordinate (synergize), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs in line with the Supply Chain strategy. Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology, ensure compliance with quality requirements and determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check and analyse the information, confirm the availability of the budget, and confirm alignment with strategic and other objectives. Determine whether a specification for the relevant commodity exists. Compile and publish request for proposals as required. Serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. Conduct supplier evaluation and implement procurement policies and procedures in line with the relevant prescripts and legislation. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Added advantage will be experience in ensuring the submission of the specification to the Bid Specification Committee; including verifying correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, preparing tender documents upon receipt from the Bid Specification Committee. Administer the Bid Evaluation processes and the Bid adjudication processes; facilitating the reconciliation of submission register with the tender documents received. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
<b><u>ENQUIRIES</u></b>	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
<b><u>APPLICATIONS</u></b>	:	Application Link <a href="#">Assistant Director: Demand Management</a>
<b><u>NOTE</u></b>	:	Persons younger than 35 Years of age, are encouraged to apply.
<b><u>POST 45/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: ASDAM</u></b> Nature of Appointment: Permanent
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management / Procurement / Finance or relevant field. A minimum of three (3) years' experience in supply chain management environment of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and Customer Focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, Central Supplier Database, E-Tender portal, Preferential Procurement Frameworks, Treasury Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment, Treasury instructions.
<b><u>DUTIES</u></b>	:	The purpose of the post is to facilitate the procurement of goods and services and review summary of quotation specification as well as all documents by the supplier in order to comply with prescribed requirements. The successful candidate will: manage sourcing of quotations from accredited suppliers through the Central Supplier Database, conduct supplier evaluation and implement procurement policies and procedures in line with relevant prescripts and legislations, facilitate the recording of goods requisitions from the initiator on the requisition register, ensure submission of the specification to the Bid Specification Committee, verify the correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, prepare tender documents upon receipt from the Bid Specification Committee, administer the Bid Evaluation processes and the Bid Adjudication

process, facilitate the reconciliation of submission register with the tender documents received, serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

**ENQUIRIES** : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

**APPLICATIONS** : Application Link Assistant Director: Acquisition  
**NOTE** : Persons younger than 35 Years of age, are encouraged to apply.

**POST 45/22** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: ASDCM**  
Nature of Appointment: Permanent

**SALARY** : R468 459 per annum (Level 09)

**CENTRE** : Pretoria, Hatfield

**REQUIREMENTS** : An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management or relevant field. A minimum of three (3) years' experience in supply chain management environment, of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and Customer Focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, Central Supplier Database, E-Tender Portal, Preferential Procurement Frameworks, Treasury Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment, Treasury Instructions.

**DUTIES** : The purpose of the post is to draft and review contracts /service level agreements / addendums and to manage contract life cycles by attending to contractual queries, issuing notices of default and termination. The successful candidate will: assist with service level agreements/contractual legalities, policies and practices for internal users and clients, analyse contract, SLA requirements, special provisions, terms and conditions of applicable laws, regulations, policies and business processes. Create and review measurable vendor performance evaluation documents. Capturing and uploading contract/SLA and notices of terminations. Attend to variation and expansion of contract, amendment of contract conditions, price adjustments, contract cancellations and restrictions. Propose and advise on remedial actions in case of poor or non-performance by service providers. Assist in prevention or resolving contractual disputes and propose the implementation of remedial plan. Monitor and compile monthly reports on the performance of appointed contractors. Issue notices of expiry of contracts timely and facilitate the review and close-up meetings. Serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. Conduct supplier evaluation and implement procurement policies and procedures in line with the relevant prescripts and legislations. Added advantage will be experience in ensuring the submission of the specification to the Bid Specification Committee; including verifying correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, preparing tender documents upon receipt from the Bid Specification Committee. Administer the Bid Evaluation processes and the Bid adjudication processes; facilitating the reconciliation of submission register with the tender documents received. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

**ENQUIRIES** : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

**APPLICATIONS** : Application Link Assistant Director: Contract Management  
**NOTE** : Persons younger than 35 Years of age, are encouraged to apply.

**POST 45/23** : **SENIOR ADMINISTRATION OFFICER: QUALITY AND INTEGRATED ASSURANCE REF NO: SAOQIA**  
Nature of Appointment: Permanent

**SALARY** : R397 116 per annum (Level 08)

**CENTRE** : Pretoria, Hatfield

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Internal Auditing/ Auditing/ Commerce/ Accounting. A minimum of three (3) years' experience in auditing or internal

audit quality assurance. The following are recommended certifications: CIA/ CISA/ CGEIT/ CRMA/ CA. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and customer focus, Honesty and integrity, Service delivery innovation. Technical competencies: Corporate Governance and Business Acumen; Compliance, IT, and Performance Audit; Risk Management and Quality Assurance; and Evaluation of internal controls.

#### **DUTIES**

: The purpose of the post is to manage and provide quality assurance and audit committee technical support; integrated assurance and portfolio integrated audit action plan services. The successful candidate will: Conduct the implementation of the Quality Assurance and Improvement Programme (including CD:IA Capacity Development), which includes conducting the implementation of the Internal Quality Assurance and Improvement Program (incl. – Plans, Tools, Peer Reviews, Assessment of Internal Audit Engagements prior to internal audit report sign off). Conduct the provision of the Departmental Audit Committee and Portfolio Integrated Audit Committee Forum, secretariat and technical support services. Conduct the provision of Integrated Assurance Services, which includes conducting the coordination of the implementation of the IAF and ensure that the strategic role of the Internal Audit Activity is adequately fulfilled. Conduct the provision of portfolio integrated audit action plan coordination, assessments and reporting. In addition to the above, the key result areas also require: Driving change and operational excellence and managing compliance.

#### **ENQUIRIES**

: Ms T Beukes at 082 477 9895, Ms N Khosa +27 12 427 8260, Ms K Beckers +27 12 427 8144

#### **APPLICATIONS**

: Application Link Senior Administrative Officer: Quality Assurance and Integrated Assurance

#### **NOTE**

: Persons younger than 35 Years of age, are encouraged to apply.

## DEPARTMENT OF CORRECTIONAL SERVICES

**APPLICATIONS**

: Kindly indicate the reference number on the subject line for emailed applications. Indicate the reference number and position you are applying for on your application form (Z83) and post OR email your complete application to the address as indicated below: Send your complete application to:

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

**Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 OR hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to [WCHRM@dcs.gov.za](mailto:WCHRM@dcs.gov.za). Contact persons: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

**CLOSING DATE**

: 22 December 2025 @ 15h45

**NOTE**

: Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date. Kindly indicate the reference number on the subject line for emailed applications. The Department of Correctional Services reserves the right not to fill any of these advertised posts. All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's license is not applicable to applicants with a disability. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment.

## OTHER POST

<b><u>POST 45/24</u></b>	:	<b><u>MEDICAL OFFICER: GRADE 1 - 3</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum, (all-inclusive package) Grade 2: R1 142 553 per annum, (all-inclusive package) Grade 3: R1 322 352 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Free State and Northern Cape Region: Groenpunt Ref No: FSNC 2025/12/01 Western Cape Region: Brandvlei Ref No: WC 2025/12/01
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree (MBBCH or equivalent). <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Computer literate. Valid driver's license. Competencies And Attributes: Excellent clinical skills; history taking; examination; clinical assessment and management procedures. Good professional attitude, communication skills and ethics in relation to patients/relevant stakeholders. Knowledge of public health legislation. Financial management. Project and programme management, transformation management, change management and stakeholder management skills. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment and evaluation skills. Integrity and honesty. Teamwork ability. Confidentiality and good interpersonal relations. Assertiveness and ability to network. Good understanding of the public service policy and legislative framework.
<b><u>DUTIES</u></b>	:	Facilitate and support the provision of primary health care services. Render basic medical health care services to inmates. Improve clinical quality of primary health care services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Render medico-legal services. Attendance of relevant administrative and clinical meetings. Improve the quality of medical care by providing appropriate clinical care services and maintain good medical practice. Implement and monitor adherence to national standards. Implement and monitor compliance with Standard Treatment Guidelines and Essential Medicine List as per Essential Drug Programme: South Africa. Facilitate and coordinate medical emergency preparedness and life support services. Provide emergency medical care, including after hours. Refer patients to authorised and recognised health care providers. Liaise with internal and external counterparts regarding healthcare delivery. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027 Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act.



## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 22 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 45/25** : **SECRETARY REF NO: CDTM/32/45/25/01**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
- CENTRE** : HR Division, Chief Directorate Transformation Management Defence HQ, Erasmuskloof, Pretoria
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.
- DUTIES** : The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and other staff within the unit on a word processor. Operates office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence

		claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Capt (SAN) D. Siweya Tel No: (012) 355 5828/Ms A. Dookaran Tel No: (012) 355 5780
<b><u>APPLICATIONS</u></b>	:	HR Division, Chief Directorate: Transformation Management (CDTM), Private Bag X159, Pretoria, 0001 or hand deliver to Defence HQ, 370 Nossob Street, Erasmuskloof, Pretoria or Email to <a href="mailto:molatso.mabetwa@dod.mil.za">molatso.mabetwa@dod.mil.za</a>
<b><u>POST 45/26</u></b>	:	<b><u>SECRETARY REF NO: ARMYCOLLEGE/03/45/25/01</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	SA Army College, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant Director. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit on Microsoft Word. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Maj T.P. Papi/2Lt L. Seleke Tel No: (012) 674 4059/4011
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army College, Private Bag X1002, Thaba Tshwane, Pretoria, 0143 or hand deliver at SA Army College, 137 Van Riebeeck Road, Thaba Tshwane, Pretoria or email to: <a href="mailto:Nyabane.Maswanganyi@dod.mil.za">Nyabane.Maswanganyi@dod.mil.za</a>
<b><u>POST 45/27</u></b>	:	<b><u>SECRETARY REF NO: ARMYSUPFMN/03/45/25/02</u></b>
<b><u>SALARY</u></b>	:	R228 321– R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	SA Army Support Formation, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills

		and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant Director. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit on Microsoft Word. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Capt B. Khumalo Tel No: (012) 339 4059 6537/ Ms M. More Tel No: (012) 339 6768
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Support Formation, Private Bag X172, Pretoria, 0001 or hand deliver at SA Army Support Formation, Corner Vissagie and Thabo Sehume Street, Pretoria or email to: <a href="mailto:asfinvitations@dod.mil.za">asfinvitations@dod.mil.za</a>
<b><u>POST 45/28</u></b>	:	<b><u>FOOD SERVICE AID: SUPERVISOR REF NO: JSBGAR/03/45/25/03 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359 - R227 766 per annum (Level 04) Joint Support Base (JSB) Garrison, Thaba Tshwane A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years' experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.
<b><u>DUTIES</u></b>	:	Effective supervising of supervise food service aids, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train staff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanliness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
<b><u>ENQUIRIES</u></b>	:	Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to <a href="mailto:Ndishavhelafhi.Netshutungulu@dod.mil.za">Ndishavhelafhi.Netshutungulu@dod.mil.za</a>
<b><u>POST 45/29</u></b>	:	<b><u>FOOD SERVICE AID: SUPERVISOR REF NO: ASBKZN /03/45/25/04</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359 - R227 766 per annum (Level 04) Army Support Base KwaZulu Natal, Bluff A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years' experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory

		management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.
<b><u>DUTIES</u></b>	:	Effective supervising of supervise food service aid, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train staff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanliness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
<b><u>ENQUIRIES</u></b>	:	Capt N.T. Mabuyakhulu Tel No: (031) 451 0020/ Ms C. Nienaber Tel No: (031) 451 0205
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base KZN, Private Bag X12, Durban, 4030 or hand deliver at Army Support Base KZN, 81 Sailkot Cres Merewent, Bluff or email to <a href="mailto:keresa.gordon@dod.mil.za">keresa.gordon@dod.mil.za</a>
<b><u>POST 45/30</u></b>	:	<b><u>CLEANER: SUPERVISOR REF NO: JSBGAR/03/45/25/05 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<b><u>REQUIREMENTS</u></b>	:	ABET Level 4 or equivalent with a minimum 2 years' experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.
<b><u>DUTIES</u></b>	:	Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.
<b><u>ENQUIRIES</u></b>	:	Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to <a href="mailto:Ndishavhelafhi.Netshutungulu@dod.mil.za">Ndishavhelafhi.Netshutungulu@dod.mil.za</a>
<b><u>POST 45/31</u></b>	:	<b><u>CLEANER: SUPERVISOR REF NO: ASBKBY/03/45/25/06</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Army Support Base Kimberley.
<b><u>REQUIREMENTS</u></b>	:	ABET Level 4 or equivalent with a minimum 2 years' experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.
<b><u>DUTIES</u></b>	:	Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.
<b><u>ENQUIRIES</u></b>	:	Maj I.W. Februarie, Tel No: (053) 830 3011/ Mr Mohale Tel No: (053) 830 3018
<b><u>APPLICATIONS</u></b>	:	Department of Defence, South African Army Support Base Kimberly, Private Bag X5056, Diskobolos Kimberly, Northern Cape, 8325 or hand deliver at ASB Kimberly, Gen van der Spuy Rylaan, Kimberly or email to <a href="mailto:Mimy.Matimbe@dod.mil.za">Mimy.Matimbe@dod.mil.za</a>

<b><u>POST 45/32</u></b>	:	<b><u>CLEANER: SUPERVISOR REF NO: ASBPOTCH /03/45/25/07</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Army Support Base (ASB) Potchefstroom.
<b><u>REQUIREMENTS</u></b>	:	ABET Level 4 or equivalent with a minimum 2 years' experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.
<b><u>DUTIES</u></b>	:	Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.
<b><u>ENQUIRIES</u></b>	:	W01 N.S. Makhafola Tel No: (018) 289 3381 / Ms S.S. Shedi Tel No: (018) 289 3378
<b><u>APPLICATIONS</u></b>	:	Department of Defence, South African Army, Support Base Potchefstroom, Private Bag X2012, Noordburg, North West, 2522 or hand deliver at South African Army Support Base Potchefstroom, Corner Eleazer and Ventersdorp road, Noordburg, Potchefstroom or email to <a href="mailto:Mimy.Matimbe@dod.mil.za">Mimy.Matimbe@dod.mil.za</a>
<b><u>NOTE</u></b>	:	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.
<b><u>POST 45/33</u></b>	:	<b><u>GROUNDSMAN REF NO: 9SAIBN/03/45/25/08</u></b>
<b><u>SALARY</u></b>	:	R138 486 - RR163 131 per annum (Level 02)
<b><u>CENTRE</u></b>	:	9 South African Infantry Battalion, Cape Town
<b><u>REQUIREMENTS</u></b>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Capt P.S. Bam Tel No: (021) 787 6155
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or email to <a href="mailto:Chaney.Bailey@dod.mil.za">Chaney.Bailey@dod.mil.za</a>
<b><u>POST 45/34</u></b>	:	<b><u>CLEANER REF NO: 9SAIBN/03/45/25/09</u></b>
<b><u>SALARY</u></b>	:	R138 486 – R163 131 per annum (Level 02)
<b><u>CENTRE</u></b>	:	9 South African Infantry Battalion, Cape Town
<b><u>REQUIREMENTS</u></b>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required.

Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.

**DUTIES**

- :
- Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.

**ENQUIRIES**

**APPLICATIONS**

- Capt P.S. Bam Tel No: 021 787 6155
- :
- Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to [Chaney.Bailey@dod.mil.za](mailto:Chaney.Bailey@dod.mil.za)

**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.*

<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>CLOSING DATE</u></b>	:	22 December 2025 at 16:00 (walk-in) and 23:59 midnight (online)
<b><u>NOTE</u></b>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

**OTHER POSTS**

<b><u>POST 45/35</u></b>	:	<b><u>ICT PROJECT MANAGER REF NO: HR 4/25/12/01HO (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria

<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at (NQF6) as recognized by SAQA in Information Technology/ Information Systems/ Computer Science. Five years (5) years' experience in the information and communication Technology (ICT)/Communication Project environment using project/change management concepts and methodologies e.g PRINCE2, MSP, LEAN, (or equivalent), and the project development lifestyle. Knowledge: Project Management Methodologies, Software Development Methodologies, Software Development Life Cycle, ICT standards, policies and procedures, Public Financial Management Act, HR policy, Public Service Act, Public Service regulations, Basic conditions of Employment Act, Labour Relations Act, Departmental Policies and Procedures. Skills: Planning, Communication, Team Management, Analytical thinking, Risk and issue Management, Financial Management, Quality Management, Contract Management, Integration Management, Conflict Resolution, Schedule Management, Multi-tasking, Facilitation, ICT Systems Development process, Programme and project Management, Change Management.
<b><u>DUTIES</u></b>	:	Ensure that projects are delivered on time, in budget and to the required quality and standard as per the project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the projects.
<b><u>ENQUIRIES</u></b>	:	Mr FS Chabalala Tel No: (012) 309 4967
<b><u>APPLICATIONS</u></b>	:	Online application email: <a href="mailto:Jobs-HQ13@labour.gov.za">Jobs-HQ13@labour.gov.za</a>
<b><u>POST 45/36</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (SYSTEMS &amp; CONTROL) REF NO: HR 4/25/12/02HO</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF6 as recognized by SAQA in Accounting/ Financial Management. Four years' experience of which two (2) years supervisory experience and two (2) years functional experience in the Finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Extensive knowledge of Basic Accounting System, Training and development, Budgeting, General Accounting, Delegation of Authority, Transversal systems (PERSAL, Logis). Skills: Computer Literacy (Word, Excel, Power Point, BAS), Verbal and written communication, Analytical, Supervisory, Problem solving, Report writing, Performance Management, Mentoring and Coaching.
<b><u>DUTIES</u></b>	:	Maintain the Basic Accounting System (BAS) for the Department. Maintain the BAS and LOGIS entity database. Manage expense suspense and revenue accounts. Manage the BAS helpdesk facility. Supervise and ensure development of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr Bheki Ngcobo Tel No: (012) 309 4298
<b><u>APPLICATIONS</u></b>	:	Online application email: <a href="mailto:Jobs-HQ7@labour.gov.za">Jobs-HQ7@labour.gov.za</a>
<b><u>POST 45/37</u></b>	:	<b><u>NETWORK ENGINEER REF NO: HR 4/25/12/03HO</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at (NQF6) as recognized by SAQA in Information Technology/ Information Systems/ Computer Science. Added advantage certificate with three or more of the following GSEC/GCIA/GCIH/CCNA/A+ and N+ coupled with am MCSE qualification. Two (2) years' experience in Wide Area Network (WAN), Troubleshooting Technology, Network topology, Network Design, Application Layer and routing protocols. Knowledge: Technical standards/procedures, Network Standards and Technologies, Network troubleshooting procedure, Network device configuration (Routers, firewalls, switches), ICT Service Management Processes, Departmental Policies and Procedures, Batho Pele Principles. Skills: Verbal and written communication, Analytical thinking, Process improvement.
<b><u>DUTIES</u></b>	:	Resolve network connectivity incidents logged on IT Service Management (ITSM). Identify ways to improve network stability, efficiency and performance. Provide report on network performance and utilization. Create and update network documentation.
<b><u>ENQUIRIES</u></b>	:	Mrs C Van Heever at 082 493 7332



<b><u>APPLICATIONS</u></b>	:	Online application email: <a href="mailto:Jobs-HQ5@labour.gov.za">Jobs-HQ5@labour.gov.za</a>
<b><u>POST 45/38</u></b>	:	<b><u>CHIEF ADMIN: ASSET MANAGEMENT REF NO: HR 4/25/12/04HO (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at (NQF6) as recognized by SAQA in Asset Management/ Supply Chain Management/ Public Management/ Public Administration/ Business Management/ Business Administration/Taxation/Accounting qualifications/Internal Audit. One (1) year functional experience in Asset Management. Knowledge: Asset Management, Risk Management, Relevant Labour policies, procedures and processes, Customer service (Batho Pele Principles), Stakeholders and customer, Understanding of Supply Chain Management Procedures. Skills: Written and verbal communication, Computer literacy, Presentation, Data and record management, Decision making, Problem solving.
<b><u>DUTIES</u></b>	:	Verify assets and record them in the Departmental assets register. Record all assets in the Departmental Assets register. Execute the disposal of assets in line with the Departmental policies and procedures. Responsible for making recommendation to acquisition management for the procurement of assets for the Department. Monitor the operational performance and maintenance of assets in the Department.
<b><u>ENQUIRIES</u></b>	:	Ms Kholeka Maholwana Tel No: (012) 309 4670
<b><u>APPLICATIONS</u></b>	:	Online application email: <a href="mailto:Jobs-HQ3@labour.gov.za">Jobs-HQ3@labour.gov.za</a>
<b><u>POST 45/39</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: HR 4/25/12/05HO</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at (NQF6) as recognized by SAQA in Auditing/ Accounting/ Finance/Bcom Information Systems. One (1) years functional experience in Auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA) Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance Information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and Organizing, Computer, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate. Behavioural attributes: Assertive, Analytical, Client focused/centric, Sense of Responsibility, Disciplined and ability to meet deadlines, Ability to motivate team members, Organizational/goal driven, Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Planning of audit engagements. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department of Employment and Labour.
<b><u>ENQUIRIES</u></b>	:	Ms Amanda Matshivha Tel No: (012) 309 4984
<b><u>APPLICATIONS</u></b>	:	Online application email: <a href="mailto:Jobs-HQ6@labour.gov.za">Jobs-HQ6@labour.gov.za</a>

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

<b><u>APPLICATIONS</u></b>	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Management
<b><u>CLOSING DATE</u></b>	:	22 December 2025, 16:00
<b><u>NOTE</u></b>	:	<p>Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days &amp; Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a>. Furthermore, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.</p>

## MANAGEMENT ECHELON

**POS 45/40** : **CHIEF DIRECTOR: LAW REFORM AND POLICY COORDINATION REF NO: RCSM10 /2025**  
Re-advertisement, applicants who have previously applied must re-apply.

**SALARY** : R1 494 900 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Law or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) submitted prior to appointment. Experience in the law reform and policy coordination. Certificate in legislative drafting and experience in the South African legislative process for the promulgation of legislation. Knowledge of Legal Administration, Strategic coordination/ planning, Business planning, Report/professional writing, Policy development, Business process management, Organisation performance management, Risk management, Audit procedures, Research methodologies and presentation, Project management, Outlook, Ms Word, PowerPoint, Excel, Knowledge on how to use legal data bases (Juta, Sabinet, LexisNexis) for research purposes, Policies, legislation and procedures, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, Departmental legislation, Budget planning and control, procurement and financial prescripts, Legislative drafting course. Skills & Competencies: Strategic Capability and Leadership, Managerial skills, Advanced skills in policy formulation, Negotiation skills, Adequate skills in computer use, Advanced skills in budgeting, managing budget, Advanced skills in respect of formal presentation and public speaking; management and project management, Good interpersonal relations and diplomatic skills, Relationship Management, Stakeholder engagement, Public Relations, Research, Programme and Project Management, Financial Management, Change Management, Knowledge Management: Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Personal attributes Managerial capability, Ability to work individually and in a team, Adherence to deadlines, Good interpersonal relations, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self-supervision, Highly developed sense of honesty, Protect the confidentiality of documents.

**DUTIES** : Manage and oversee the management of all law reform requests. Oversee the provisioning of general legal support in respect of legislation administered by the Department Oversee and manage the drafting, vetting of, commenting on and processing of Bills. Ensure the provision of general legal support and directives issued in terms of legislation administered by the Department Ensure legislation and policy coordination within the Department.

**ENQUERIES** : Ms P Diphaha Tel No: (012) 399 9602  
**APPLICATIONS** : [RCSM10-2025@dfre.gov.za](mailto:RCSM10-2025@dfre.gov.za)

## OTHER POSTS

**POST 45/41** : **DEPUTY DIRECTOR: INFORMATION TRANSFORMATION REF NO: RCSM05/2025**

**SALARY** : R896 436 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognised - delete National Diploma (NQF Level 6) / Degree in Creative/Graphic Arts/ Information Science or relevant qualification recognized by SAQA. Five (5) years relevant experience of which three (3) of them should be at an entry/junior managerial level (Assistant Director Level or equivalent). Extensive experience in marketing, advertising and knowledge communication. Broad knowledge and understanding of brand development and experience in design and digital design. Have basic to good general knowledge of environmental and sustainable development issues. Good grasp of business process management. Experience in research methodologies and presentation. Experience in project management, people management and financial management. An applicant must have a high-level computer

**DUTIES**

: proficiency and skills, especially with creative software such as: Adobe Creative Suite applications (Photoshop, Illustrator, InDesign, etc). Must possess the following skills: Interpersonal, Creativity, Analytical and Decision-Making.

: Undertake the conceptualisation, creative design, and production of high impact information products for the Chief Directorate: Environmental Knowledge and Information. Provide creative inputs in terms of how ideas could be translated into visual executions for different media. Create and organize high-resolution electronic images and data-based graphics (e.g., charts, graphs, infographics). Develop visual concepts and create layouts, graphics, and illustrations using design software. Create information product mock-ups in consultation with respective teams within the Chief Directorate. Incorporate revisions based on feedback from respective teams within the Chief Directorate. Implement layout and design of all approved information products, ensure that the final design is visually appealing and meets the project's objectives. Maintain brand identity and guidelines, making sure that all visual materials are consistent with the Department's brand standards. Maintain a structured folder of electronic images for the Chief Directorate. Ensure that visuals are accurate, well-captioned, and sourced appropriately. Obtain proofs/samples for sign off before production of all material. Testing the developed graphics across various media. Review final graphics and layout for errors and ensure that all final products meet high standards of clarity, accuracy, and are visually appealing. Keep up to date with the latest trends, tools and technologies.

**ENQUIRIES  
APPLICATIONS**

: Mr S Raswiswi Tel No: (012) 399 8636

: [RCSM05-2025@dffe.gov.za](mailto:RCSM05-2025@dffe.gov.za)

**POST 45/42**

: **CONTROL BIODIVERSITY OFFICER GRADE A: THREATENED OR PROTECTED SPECIES REF NO: RCSM13/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R612 480 per annum, (OSD), (all-inclusive salary package)

: Pretoria

: A four (4) year Degree (NQF Level 8) in Natural or Environmental Sciences or equivalent qualification within the related field, plus 6 years' post qualification experience in the relevant field. Knowledge and experience in criminal and administrative enforcement. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant acts that deal with biodiversity matters. Knowledge and relevant experience in criminal procedures including the Criminal Procedures Act, court processes and document management. Knowledge of relevant legal processes. Knowledge and experience in criminal investigations and processes, in particular but not limited to threatened or protected species and applicable MEA's such as CITES and the CBD. Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. Advanced skills in policy formulation. Negotiation skills. Good interpersonal relations and diplomatic skills. Stakeholder engagement skills. Presentation skills. Ability to work under extreme pressure.

**DUTIES**

: Ensure enforcement of Biodiversity related legislations. Coordinate enforcement operations. Do criminal investigations, crime scene management and open criminal cases to prosecute offenders, Co-operate and liaise with enforcement stakeholders on matters relating to Biodiversity enforcement activities, programmes and projects. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Follow and implement the National Compliance and Enforcement Information system. Develop and facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the TOPS, CITES, AIS and BABS regulations. Provide strategic enforcement support to EMI's. Participate in inter-departmental forums and processes regarding policy and legislative reform.

**ENQUIRIES  
APPLICATIONS**

: Mr O Chauke Tel No: (012) 399 9317

: [RCSM13-2025@dffe.gov.za](mailto:RCSM13-2025@dffe.gov.za)

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**

*The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.*

- APPLICATIONS** : The Director-General (DG) of GCIS, Private Bag X745, Pretoria, 0001. Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)
- FOR ATTENTION** : Ms P. Kgopyane
- CLOSING DATE** : 22 December 2025
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG, particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a Top Secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

**OTHER POST**

- POST 45/43** : **MEMBER OF THE AUDIT COMMITTEE REF NO: 3/1/5/1-MAC**
- SALARY** : In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified person to serve as a member of the Department's Audit Committee. Successful candidates appointed will be remunerated according to the rates prescribed by National Treasury Regulations 20.2.2.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Bachelor of Laws (LLB) Degree or equivalent related qualification as recognised by SAQA. Experience as a legal practitioner in legal and compliance at an executive level (as a Board of Directors, a Board Committee member, Audit Committee, particularly in the

public sector at a senior level, will be given preference. Interested candidates must be independent non-executives and may not have business interests or dealings with the GCIS. Preference will be given to candidates who demonstrate experience in participating in governance structures – especially the Audit and Risk Committee, ability to dedicate their resources to the work of the GCIS Audit Committee.

#### **DUTIES**

: The successful candidate will operate in accordance with an approved Audit Committee charter. The responsibilities include overseeing the system of governance, risk and control and making recommendations to the Accounting Officer on the adequacy and effectiveness of: Internal and External Audit, Internal Controls, Risk Management, Governance (including IT Governance), Financial Management, Financial and Non-Financial Reporting, and Compliance with Laws and Regulations. Additionally, helping the Accounting Officer in ensuring an effective combined assurance plan is developed and implemented.

#### **ENQUIRIES**

: Mr Sathasivan Vandayar Tel No: (012) 473 0304

#### **NOTE**

: The initial term of office for the appointed candidate will be 3 years. The term may be renewed for another 3 years subject to satisfactory performance, or at the discretion of GCIS. The successful candidate will be expected to participate in six Audit Committee (AC) meetings per annum (four ordinary and two special meetings).

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

***Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.***

<b><u>CLOSING DATE</u></b>	:	22 December 2025
<b><u>NOTE</u></b>	:	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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.

**OTHER POSTS**

<b><u>POST 45/44</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: TNC/CO/25 – 12/1</u></b> Nature of Appointment: Permanent
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08,) plus benefits
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	A recognized three (3)-year National Diploma in Accounting / Financial Management or equivalent qualification (NQF level 6). A minimum of 3–5 years' experience in a financial management environment. Sound knowledge of Public Service financial legislation, regulations, and procedures including PFMA, Treasury Regulations, DORA, PSA, PSR, PPPFA, CET ACT and relevant financial manuals. Knowledge and experience of financial systems such as BAS, PERSAL, LOGIS, COLTECH, ITS or SAGE will be an added advantage. A valid driver's license. Competencies, Abilities and Skills: Knowledge of financial functions, practices, and accounting procedures, coupled with excellent computer literacy, particularly in the MS Office Suite. The incumbent must demonstrate strong analytical, planning, and organizational skills with the ability to perform under pressure, maintain accuracy, and meet tight deadlines. Good interpersonal relations, along with effective verbal and written communication skills, are essential. The position requires a candidate who is client-focused, committed, proactive, and able to work independently and within a team. Integrity, attention to detail, and the ability to supervise staff and manage financial resources effectively are critical for success in this role.
<b><u>DUTIES</u></b>	:	Responsible for coordinating and supervising the annual budgeting process and ensuring effective financial planning and management within the College. Monitor and analyse expenditure trends, conduct monthly budgetary and expenditure analysis, and prepare as well as review monthly and adjusted cash flow projections. The incumbent will coordinate and facilitate the budget adjustment process, ensuring alignment with departmental and Treasury requirements. Additional responsibilities include reviewing, analysing, and quality assuring management accounting reports and submissions, as well as monitoring financial performance against budgets and cash flow projections to recommend corrective measures where necessary. The incumbent will further be expected to supervise human, physical, and financial resources within the

		unit to ensure compliance with relevant financial regulations and promote efficient financial management operations.
<b><u>ENQUIRIES</u></b>	:	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
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Stateaccountant@tnc.edu.za">Stateaccountant@tnc.edu.za</a>
<b><u>POST 45/45</u></b>	:	<b><u>SENIOR HUMAN RESOURCES PRACTITIONER REF NO: TNC/CO/25 – 12/2</u></b> Nature of Appointment: Permanent
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08), plus benefits
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate Degree/ National Diploma (NQF 6) in Human Resource Management, Labour Relations, Employment Relations or equivalent qualification. A minimum of 3–5 years' experience in Human Resource Management / Labour Relations / Employee Wellness or related field. Extensive knowledge on PERSAL system. Knowledge of ITS. Knowledge of VIP payroll. PERSAL certificate will be an added advantage. A valid driver's license. Competencies, Abilities and Skills: Knowledge of Human Resources functions and policies coupled with excellent computer literacy, particularly in the MS Office Suite. The incumbent must demonstrate strong analytical, planning, and organizational skills with the ability to perform under pressure, maintain accuracy, and meet tight deadlines. Good interpersonal relations, along with effective verbal and written communication skills, are essential. The position requires a candidate who is client-focused, committed, proactive, and able to work independently and within a team. Integrity, attention to detail, and the ability to supervise staff and manage Human resources effectively are critical for success in this role.
<b><u>DUTIES</u></b>	:	Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations. (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Ensure overall supervision and proper implementation of Human Resource Development services (WSP, Training, Bursaries, Internship and Learnership programmes). Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to College officials. Ensure overall supervision and proper implementation of all Employee Health and Wellness Programmes. Provide overall supervision and technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Ensure overall supervision and that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Supervise human, physical, financial and other resources. Management of staff performance agreements and development system (PMDS) and Integrated quality management systems (IQMS) for academic staff.
<b><u>ENQUIRIES</u></b>	:	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
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Seniorhumanresources@tnc.edu.za">Seniorhumanresources@tnc.edu.za</a>



**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.*

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post.
<b><u>CLOSING DATE</u></b>	:	22 December 2025
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.

**MANAGEMENT ECHELON**

<b><u>POST 45/46</u></b>	:	<b><u>DIRECTOR: FAMILY ADVOCATE REF NO: 48/25/NC/FA-KIM</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate: Kimberley
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal Qualification as recognized by SAQA Law Degree; A minimum of 5 years' experience at middle/senior management level; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government); Admitted as an Advocate; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, the State Attorney, Public Finance Management Act, Treasury Regulations, Department Financial Instructions and the State Liability Act; Knowledge and experience in office administration; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the Foundations of South African law, South African private law, constitutional law, criminal law, intellectual property,

evidence and African Customary Law. Muslim Personal Law, Private International Law; Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, 1996 (Act 72 of 1996), Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Continuous improvement; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Communication; Honesty and integrity; Project management; Computer literacy.

**DUTIES** : Key Performance Areas: Manage and coordinate the provisioning of family advocate services; Manage and monitor the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Manage human, financial and other resources.

**ENQUIRIES APPLICATIONS** : Mr. L. Swart Tel No: (053) 802 1317  
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR <https://forms.office.com/r/X2XaVPasWu>

#### **OTHER POSTS**

**POST 45/47** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 25/129/CS (X2 POSTS)**

**SALARY** : R896 436 – R1 055 958 per annum, (all -inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria  
: An NQF level 6 qualification as recognized by SAQA in Labour Relations/Labour Law/LLB; A minimum of 3 years experience in Labour Relations environment at managerial (Assistant Director) level; Knowledge of Basic Condition of Employment Act (BCEA), Labour Relations Act, Employment Equity Act (EEA), relevant labour laws policies and procedures; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Computer literacy.

**DUTIES** : Key Performance Areas: Develop and monitor the implementation of Labour Relations policy and strategy; Conduct misconduct and grievances; Conduct and handle dispute resolutions; Coordinate, facilitate the collective bargaining processes; Develop and maintain relations/partnership with relevant stakeholder; Manage human, finance and other resources.

**ENQUIRIES APPLICATIONS** : Ms A van Ross Tel No: (012) 315 1094  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR <https://forms.office.com/r/X2XaVPasWu>

**POST 45/48** : **DEPUTY MASTER (MR-6) REF NO: 2025/88/GP**

**SALARY** : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Master of The High Court: Pretoria  
: LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in

		the functional fields of the services provided by the Masters of the High Court and master's environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship's and Trusts. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Communication skills (verbal and written); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the strategic objectives of both the master's Branch as well as the Department; Provide effective and efficient delivery of services, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs RR Moabelo Tel No: (011) 332 9000
	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 45/49</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITY MANAGEMENT REF NO: 2025/55/MP</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Mpumalanga
	:	An NQF level 6 qualification as recognized by SAQA in Property Management /Real Estate/ Property Studies; A minimum of 3 years' experience in facilities management /property management/real estate environment at a supervisory level; A valid driver's license. Knowledge of facilities and building management principles and best practices, Government Immovable Assets Management Act (GIAMA) and Supply Chain Management Framework; Knowledge of National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge within the Built Environment; Understanding of the Occupational Health and Safety Act (OHS), procurement processes; Knowledge of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Project Management; Financial Management skills; communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented, and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the implementation of facilities management strategy and plan. Facilitate the provision of facilities operations and maintenance; Facilitate the implementation of special project (repairs and maintenance); Facilitate and monitor facilities management financial and resource; Maintain partnerships with relevant stakeholder; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. NC Maseko at 083 284 9056
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th Floor, Building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 45/50</u></b>	:	<b><u>ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT AND RISK MANAGEMENT REF NO: 25/123/CS</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Safety Management/Environmental Management/Occupational Health and Safety; Registration with the relevant professional bodies for Occupational Health and Safety Practitioner/Occupational Health Hygienist/South African Institute of

		Occupational Hygienist (SAIOH)/South African Nursing Council for Occupational Health Practitioners; A minimum of 3 years' experience in Safety, Health, Environment, Risk and Quality management environment at supervisory level; Knowledge of Occupational Health and Safety Act (OHSA), Basic Condition Employment Act (BCEA), Employment Equity Act (EEA), Compensation for Occupational Injuries and Diseases Act (COIDA), National Environmental Management Act (NEMA), Safety at Sports and Recreational Events Act' (SASREA); Disaster Management Act, DPSA Strategic Framework on Employee Health and Wellness (EHW); Knowledge of Departmental policies, SHEIR management standards and guidelines, Health and Wellness Integrated Strategic Framework in the Public Services; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the implementation of Safety, Health, Environment and risk strategy and plan; Facilitate the implementation of risk management assessment and control; Facilitate the implementation of health and safety services; Facilitate the implementation of environmental management services; Maintain relations/ partnerships with relevant stakeholder; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A Van RossTel No: (012) 315 1094
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 45/51</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: ASSETS VERIFICATION &amp; ACCOUNTING REF NO: 25/127/FMS</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Financial Management / Public Management / Administration / Auditing / Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting; A minimum of 3 years' experience in Asset Management environment (Asset Disposal, verification and accounting); Knowledge and understanding Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management; Knowledge of Supply Chain Management prescript, Assets Management framework and policies; Knowledge of BAS. Skills and Competencies: Computer literacy; Concern of others; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self management; Team membership; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administer asset disposal; Update the asset register; Reconcile asset disposal; Render general administration services; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A Van Ross Tel No: (012) 315 1094
	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>

<b><u>POST 45/52</u></b>	:	<b><u>LABOUR RELATIONS OFFICER: MISCONDUCT AND GRIEVANCE/DISPUTES MANAGEMENT/COLLECTIVE BARGAINING REF NO: 25/128/CS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF Level 6 qualification as recognised by SAQA in Labour Relations/Labour Law/LLB; A minimum of 2 years' functional experience in Labour Relations environment; Knowledge and understanding of relevant labour laws, policies and procedures; Knowledge of Basic Condition of Employment Act; Labour Relations Act, Employment Equity Act; Knowledge of understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Skills and Competencies: Creative thinking; Citizen service orientation; Decision making; Diversity management; Good communication (verbal and written) skills; Problem analysis; Computer literacy; Report writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administer and implement Labour relations policy and strategy; Handle misconduct and grievances; Handle and administer dispute resolutions; Administer collective bargaining processes; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms A van Ross Tel No: (012) 315 1094
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 45/53</u></b>	:	<b><u>LEGAL SECRETARY REF NO: 25/VA35/NW</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Office of The State Attorney
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily; No previous experience required. Skills and Competencies: Communication (Verbal and written); Good interpersonal relations; Computer literacy; Planning and organizing skills; Attention to details; Integrity and loyalty; Knowledge of the relevant policies and prescripts; Good telephone etiquette; Sound organizing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for the process to pay accounts.
<b><u>ENQUIRIES</u></b>	:	Ms. L Shoai Tel No: (018) 397 7088
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 45/54</u></b>	:	<b><u>MESSENGER/DRIVER REF NO: 25/125/LD</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10/ Abet qualification; A valid driver's license. Skills and Competencies: Interpersonal relations skills; Communication skills; Customer service orientation; Problem analysis; Self-management; Attention to detail; Technical proficiency; Ability to work under pressure and in a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render driver/messenger support services; Collect, deliver and serve documents; Distribute mail and parcels to the various offices; Collect correspondence from respective government institutions; Transport officials to various destinations; Render clerical support services.
<b><u>ENQUIRIES</u></b>	:	Ms R Sema Tel No: (012) 315 1333

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>POST 45/55</u></b>	:	<b><u>FOOD SERVICE AID REF NO: 25/VA35/NW</u></b>
<b><u>SALARY</u></b>	:	R138 486 – R163 131 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Provincial Office: North West
<b><u>REQUIREMENTS</u></b>	:	ABET level 4/Grade 10. Skills and Competencies: Communication skills (verbal and written); Planning and organizing skills; Customer service; Attention to detail; Interpersonal skills; Ability to work under pressure; Conflict management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide catering support services; Serve food and beverages during meetings; Clean kitchen utensils and equipment; Check cutlery, prepare and clean conference facility; Monitor supply of food and report waste and losses.
<b><u>ENQUIRIES</u></b>	:	Ms. L Shoai Tel No: (018) 397 7088
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>

## DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**  
**NOTE**

: 22 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 submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Did not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

**MANAGEMENT ECHELON****POST 45/56**: **REGISTRAR OF DEEDS (X3 POSTS)****SALARY**

: R1 494 900 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

**CENTRE**: North Gauteng Deeds Registry: Pretoria Ref No: 3/1/1/1/2025/35  
KwaZulu – Natal Deeds Registry: Pietermaritzburg Ref No: 3/1/1/1/2025/39  
North–West Deeds Registry: Mahikeng Ref No: 3/1/1/1/2025/33**REQUIREMENTS**

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level

7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Senior Management level / Deputy Registrar of Deeds in property conveyance. Job related knowledge: Registration of deeds, Interpretation of Statute. Examination of Deeds, Research and information analysis, Human Resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices. A valid driver's license.

## **DUTIES**

: Manage registration of deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well as common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment on Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advise clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

## **ENQUIRIES**

: Ms MSM Magoele Tel No: (012) 337 9330 and Ms TP Masilela Tel No: (012) 338 7395

## **APPLICATIONS**

: Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to:  
North Gauteng Deeds Registry: Pretoria [Advert1@deeds.gov.za](mailto:Advert1@deeds.gov.za)  
KwaZulu-Natal Deeds Registry: Pietermaritzburg [Advert1B@deeds.gov.za](mailto:Advert1B@deeds.gov.za)  
North-West Deeds Registry: Mahikeng [Advert1C@deeds.gov.za](mailto:Advert1C@deeds.gov.za)  
(Please separate Application Form for each post) before the closing date as no late applications will be considered

## **NOTE**

: EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.

## **POST 45/57**

: **DIRECTOR: QUALITY ASSURANCE REF NO: 3/1/1/2025/29**  
Chief Directorate: Deeds Finance and Corporate Support

## **SALARY**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

## **CENTRE REQUIREMENTS**

: Office of The Chief Registrar of Deeds: Gauteng (Pretoria)  
: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Accounting / Auditing / Managerial Accounting and Finance (NQF Level 7) or related equivalent qualifications and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at middle /



senior management level in External Audit, Internal Control, Financial Management and Financial Reporting environment. Knowledge of Accounting and Financial Reporting Framework (GRAP) and relating developments by the ASB. Knowledge of Auditing specifically, including but not limited to international standards on Auditing. Knowledge of Internal controls (Financial and IT) (Applicable and General Controls). Knowledge of Financial Management processes and procedures. Knowledge of Supply Chain Management processes and procedures. Knowledge of Human Resource Management processes and procedures. Knowledge of Public Finance Management Act and relating regulations including public sector governance. Knowledge of Risk Management and Risk Assessment and Monitoring Techniques. Proven managerial and Project management skills. Good planning, organising and problem-solving skills. Good communication (verbal and written) skills. Computer Skills.

## **DUTIES**

: Ensure quality assurance of financial statements by verifying accuracy, completeness, classification, valuation, and compliance with GRAP and other relevant accounting standards. Ensure requisite knowledge of financial statements to ensure that they comply knowledge of accounting standards and interpretations (including implementation guides) and consultations. Review interim and annual financial statements to ensure that they comply with the relevant financial reporting framework (standards of GRAP and interpretations) and are prepared in line with the relevant financial reporting framework. Review reports supporting financial statements and other supporting schedules. Review accounts transactions and account balances for compliance with internal financial controls (Completeness, occurrence, cut off, classification, accuracy, valuation, existence and rights and obligations). Ensure that other officials preparing and reviewing financial statements and reports have the requisite knowledge that is line with the relevant financial reporting framework and in line with the accounting standards board's requirements for prepares and reviewers of financial statement. Coordinate the formulation of creative and innovative solutions to enhance financial system effectiveness. Ensure of the keeping abreast with the financial prescript's amendments via consultation with the ASB, SAICA and National Treasury. Assist in the development and implementation of branch risk (operational, strategic, fraud and project risk) and manage a monitoring and accountable system for branch risk (operational, strategic and fraud risk). Ensure that risk assessments for strategic, operational and fraud risk are performed timeously and accurately to contribute to planning process of the entity. Ensure timeous review of strategic, operational and fraud risk within the entity. Ensure monitoring of implementation of risk actions plans (designed into effective internal controls. Ensure to keep abreast with risk knowledge and principles as and when changes occur. Ensure an effective and efficient control environment by ensuring compliance and adherence to prescripts, laws and regulations through guidance and development of internal polices and standard operating procedures that are compliant with laws and regulations applicable to the entity. Develop policies and procedures that promote compliance and adherence to prescripts, laws and regulations for Supply Chain and Facility Management. Ensure compliance with laws and regulations relating to irregular, fruitless and wasteful and unauthorised expenditure by designing internal control that will reduce and eventually eliminate irregular, fruitless, and wasteful expenditure and unauthorized expenditure. Develop and maintain compliance checklist for irregular, fruitless and wasteful expenditure. Design controls to identify, detect and report on irregular, fruitless and wasteful expenditure. Ensure that the controls above are well integrated into the control environment of the entity. Ensure officials are adequately trained on matters of irregular, fruitless and wasteful expenditure. Review AFS and ensure adequate and complete disclosure for irregular, fruitless and wasteful expenditure, and unauthorised expenditure. Design, review, and monitor implementation of internal controls (Financial controls, Supply Chain and Facility Management controls, Human Resource and Records Management controls and business-related controls to an extent. Design internal control framework that will be built into an environment that is functioning. Ensure that control environment for Financial, Human Resource and Records Management, Supply Chain and Facility Management it controls are sound. Implement and review sound internal controls in areas of Finance, Supply Chain and Facility Management, and Human Resource and Records Management. Design, review, and monitor implementation of internal controls (Financial controls, Supply Chain and Facility Management controls, Human

	Resource and Records Management controls and business-related controls to an extent). Design internal control framework that will be built into an environment that is functioning. Ensure that control environment for Financial, Human Resource and Records Management, Supply Chain and Facility Management it controls are sound. Implement and review sound internal controls in areas of Finance, Supply Chain and Facility Management, and Human Resource and Records Management. Ensure effective and efficient support for registries offices in the area of development and implementation of internal controls. Develop an efficient system of ensuring that audits are run smoothly within the branch, and this includes; Internal Audits and External Audits.
<b><u>ENQUIRIES</u></b>	: Mr R Saila Tel No: (012) 337 9387 and Ms MSM Magoele Tel No: (012) 337 9330
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to <a href="mailto:Advert5@deeds.gov.za">Advert5@deeds.gov.za</a> (Please separate Application Form for each post) before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	: EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.
<b><u>POST 45/58</u></b>	: <b><u>DIRECTOR: ENTITY DEVELOPMENT REF NO: 3/1/1/1/2025/30</u></b> Chief Directorate: Programme Management - Entity Development
<b><u>SALARY</u></b>	: R1 266 714 per annum (Level 13) (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	: Office of The Chief Registrar of Deeds: Gauteng (Pretoria) : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Project Management / Public Administration / Public Management / Business Administration (NQF Level 7) or related equivalent qualification and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at middle/senior managerial level in project and programme management. Knowledge of planning resource allocation and performance management of outcomes department wide. Develop and implement a consistent corporate performance management of outcomes department wide. Initiate and coordinate the implementation of strategic Branch projects to improve the ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Design, plan and allocate project / programme resources and manage outcomes performance. Develop and implement consistent corporate performance monitoring to focus on the delivery of Branch outcomes. Develop and implement a corporate and project governance framework and Entity activity process including planning, monitoring and reporting and ensuring that strategic priorities are accessed for risk and value through the application of governance principles and processes. Maintain, develop and implement a Corporate Governance Framework (CCF) to ensure high standards of accountability and the effective delivery of the department's objectives and community value. Analytical and problem-solving skills. Strong technical skills. Attention to details. Organisation and time management. Interpersonal and communication skills. Management and leadership skills. Budget forecasting skills. Willingness to travel. Team work. Work under pressure. A valid driver's license.
<b><u>DUTIES</u></b>	: Compile project and programme status reports and maintain the Project Management System / performance dashboards for the Entity. Set programme / project indicators of targets to be achieved. Measure and document progress, achievements and results of programme / project achievements. Maintain project document management and project management tools and system. Analyse and evaluate data collected to determine target achievement. Evaluate and measure the impact of the programme / project performance. Quality assures project performance dashboard for the Entity. Maintain the programme governance and model and projects management to ensure that the department's statutory and regulatory obligations are met. Develop and maintain programme / project performance information dashboard. Coordinate project audit action plans and reports. Facilitate and co-ordinate programme

and project risk assessment sessions. Co-ordinate reporting on audit findings for the Branch. Establish and manage operations effectively. Develop and monitor programme annual operational plan. Establish and coordinate project plans, schedules and budgets. Manage project / programme communication and stakeholders. Compile and be accountable for programme / project performance reports. Coordinate entity change management initiatives. Establish service provider protocols. Establish and manage an effective and efficient results-based programme management office. Manage and ensure adherence to the Entity's project management methodologies and tools. Standardize project and programme management best practices and processes. Manage and allocate resources effectively across all projects by managing priorities based on timelines, budgets, human resources. Manage programme deliverables and outcomes.

<b><u>ENQUIRIES</u></b>	:	Mr R Saila Tel No: (012) 337 9387 and Ms MSM Magoele Tel No: (012) 337 9330
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to <a href="mailto:Advert4@deeds.gov.za">Advert4@deeds.gov.za</a> (Please separate Application Form for each post) before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	EE targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.
<b><u>POST 45/59</u></b>	:	<b><u>DIRECTOR: DEEDS ENTERPRISE ARCHITECTURE REF NO:</u></b> <b><u>3/1/1/2025/31</u></b> Chief Directorate: Deeds ICT
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Degree / BTech in Information Technology / Computer Science (NQF Level 7) or related equivalent qualification and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at middle / senior managerial level in Information Technology environment. Knowledge of Deeds Registration systems (DRS, Deeds Office Tracking System, DeedsWeb, DeedsView, DeedsScan and DeedsVerify). Knowledge of Cadastral information systems and the related databases. Knowledge and the ability to develop solutions to implement key business strategies. Ability to establish rapport and drive consensus and change at all levels of the organisation. Ability to make appropriate decisions considering the relative costs and benefits of potential. Knowledge of database solutions, application services, messaging backbone, application integration and architecture patterns. In-depth knowledge of GWEA (Government Wide Enterprise Architecture). Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal relation. Project Management. Problem solving. Valid Driver's license.
<b><u>DUTIES</u></b>	:	Develop Deeds Application, and Technology architecture: Design, develop, review and approve requirements, specifications and deliverables related to solution for Deeds. Design, develop, review and approve requirements, specifications and deliverables for EA for Deeds. Initiate and implement changes. Compile TOR's and specifications for technology procurement. Compile and submit specifications for technology procurement. Determine ICT standards, frameworks and policies. Provide advice in the procurement of new technology for Deeds. Advice on the management of strategy, strategic planning, audit and governance. Consult, recommend and advise Senior Management on process, technology and strategy. Review IA and external audit process, reports and manage responses and action plans. Determine content management processes and procedures Advise, recommend and evaluate business processes. Provide a consultancy service regarding the framework and underlying rule sets that govern an infrastructure base upon which applications can be built, ported and integrated in order to support the business processes of the enterprise. Provide a consultation service regarding infrastructure component architectures, include the architecture for the

computing platform, the network, infrastructure software, middleware and database architecture. Manage the Modernization of Deeds Registration Applications. Manage the conversion of the current DRS database. Manage the conversion and redevelopment of the DRS applications. Manage the refurbishment of deeds Web applications. Manage quality on enterprise architecture and solution design and specification. Approve all system specification, architecture deliverables and standards. Conduct research on the latest enterprise architectural technologies and requirements. Provide quality assurance on the development of solution in the Deeds environment. Ensure alignment with the Government enterprise architecture. Manage IT frameworks, standards and services. Innovate in the structure or processes of an organization. Innovate in the use of information systems or technologies. Integrate and / or standardize business processes. Improve quality and timeliness of business information. Recommend and approve POC's and Pilots. Procure new technology for research and development. Evaluate new technology and procure and implement. Review, recommend and implement frameworks and standards for system development and implementation. Manage service providers for development and implementation of ICT systems and technology.

<b><u>ENQUIRIES</u></b>	:	Mr R Saila Tel No: (012) 337 9387 and Ms MSM Magoele Tel No: (012) 337 9330
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to <a href="mailto:Advert6@deeds.gov.za">Advert6@deeds.gov.za</a> (Please separate Application Form for each post) before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.
<b><u>POST 45/60</u></b>	:	<b><u>DIRECTOR: INFORMATION TECHNOLOGY SYSTEMS AND SECURITY</u></b> <b><u>MANAGEMENT REF NO: 3/1/1/2025/32</u></b> Chief Directorate: Deeds ICT
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Degree or BTech in Computer Science / Information Technology / Information Security (NQF Level 7) or relevant equivalent qualification and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Middle / Senior Managerial level in ICT environment. Knowledge of Big Data Analysis / Data Analytics, Project Management. Extensive knowledge of full Oracle infrastructure and software stack, IT security standards and ISO (International Organization for Standardization) 27000 Framework Implementation. Analytical and problem-solving skills. Strong technical skills. The ability to work well under pressure. Attention to detail. Teamworking skills. Organization and time management. Interpersonal and communication skills. Management and leadership skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Define Deeds business Information management strategies and solutions: Identification of Deeds Registration information needs. Develop and implement strategies for acquisition and creation of information that enhance business services. Analysis and interpretation of Deeds Registration information and data assets. Define and manage information access and dissemination procedures. Ensure business continuity, ICT governance and compliance: Coordinate, assess, develop and communicate contingency requirements and recovery. plans in-line with business BCP requirements. Work closely with Deeds Registration senior managers to develop and review the overall ICT budget (operating and capital). Provide subject matter expertise and lead continuous Improvement and benchmarking activities on Risk, Compliance and Audit controls through liaison and coordination with key stakeholders. Plan, manage and conduct BCP and DR testing on all Deeds ICT services and systems. Manage, analyze, design and develop business intelligence for Deeds business processes. Establish strategy and roadmap for data and business intelligence products. Build and develop Deeds Registration market

requirements. knowledge with a focus on understanding the organization's market requirements. Design, build and deploy BI solutions (e.g. reporting tools). Implement, maintain and support data analytics platforms. Identify, develop and implement processes to manage and reduce risks and threats to business information. Identify and protect company Deeds Registration ICT systems and data through the development and implementation of security protocols. Make sure that staff follow security procedures and guidelines through training programs and assessments. Perform information security process evaluations and inspections. Prepare the organization and staff for external inspections. Manage and control the budget for information security operations within the organization. Monitor manage and control security incidents. Manage communication of security incidences. Ensure the ICT infrastructure and network is secure and protected from cyber threats. Manage ICT infrastructure including server and network configuration, security, accessibility, connectivity, and backup. Manage IT Information Security Policy and ensure compliance to it. Ensure compliance with internal and external information security requirements, maintain awareness of latest cyber-security threats and implement security measures to minimise risk to information assets. Ensure ICT systems are secure and resilient, carrying out proactive maintenance (e.g. patching) and ensuring processes and configurations are clearly documented. Identify and take actions to manage ICT related risks and Audit Findings.

<b><u>ENQUIRIES</u></b>	:	Mr R Saila Tel No: (012) 337 9387 and Ms MSM Magoele Tel No: (012) 337 9330
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to <a href="mailto:Advert7@deeds.gov.za">Advert7@deeds.gov.za</a> (Please separate Application Form for each post) before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.
<b><u>POST 45/61</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
<b><u>CENTRE</u></b>	:	Eastern Cape Deeds Registry: Mthatha (Directorate: Examination, Execution and Deeds Training) Ref No: 3/1/1/1/2025/37 North-West Deeds Registry: Mahikeng (Directorate: Examination, Execution and Deeds Training) Ref No: 3/1/1/1/2025/34
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Middle / Senior Managerial level / Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds in property conveyance. Knowledge of Registration of deeds, Interpretation of Statute, Examination of Deeds, Research and information analysis, Human resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide rural development support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution

process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs / challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.

<b><u>ENQUIRIES</u></b>	:	Ms MSM Magoele Tel No: (012) 337 9330 and Ms TP Masilela Tel No: (012) 338 7395
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Agric Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Eastern Cape Deeds Registry: Mthatha <a href="mailto:Advert3A@deeds.gov.za">Advert3A@deeds.gov.za</a> North West Deeds Registry: Mahikeng <a href="mailto:Advert3B@deeds.gov.za">Advert3B@deeds.gov.za</a> , (Please separate Application Form for each post) before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.
<b><u>POST 45/62</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
<b><u>CENTRE</u></b>	:	Limpopo Deeds Registry: Polokwane (Directorate: Registration and Information Services) Ref No: 3/1/1/1/2025/40 Eastern Cape Deeds Registry: Qonce (Directorate: Registration and Information Services) Ref No: 3/1/1/1/2025/38
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Middle / Senior Management level / Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds in property conveyance. Knowledge of: Registration of deeds, Interpretation of Statutes, Examination of Deeds, Research and information analysis, Human resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices. A valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee the registration section. Oversee the workload, workflow processes and standards and implement corrective measures. Provide guidance on noting and withdrawal of interdicts. Oversee correspondence and give guidance to clients. Oversee the information section and DOTS services. Manage the turnaround times for the provision of information to clients. Manage the deeds tracking system. Manage the turnaround times on DOTS enquiries, Manage presidential / departmental inquiries and compile a report. Approve complaints register action plan. Monitor the completion of client satisfaction surveys report, Approve the Service Delivery Improvement plan. Oversee the archiving of deeds / documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration database. Update the land register. Manage the turnaround times and standards for capturing of deeds information on Deeds Registration System (DRS). Manage support services in deeds registration systems. Provide support for deeds registration systems. Liaise with the office of the Chief Registrar on system issues. Oversee systems related helpdesk support. Provide deeds rural development and land reform support services. Provide support to rural development and land reform components. Participate in the

		provincial planning committees. Advise on registration related matters. Advise on the application of provincial legislation regarding registration matters.
<b><u>ENQUIRIES</u></b>	:	Ms MSM Magoele Tel No: (012) 337 9330 and Ms TP Masilela Tel No: (012) 338 7395
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Limpopo Deeds Registry: Polokwane <a href="mailto:Advert2A@deeds.gov.za">Advert2A@deeds.gov.za</a> Eastern Cape Deeds Registry: Qonce <a href="mailto:Advert2B@deeds.gov.za">Advert2B@deeds.gov.za</a> (Please separate Application Form for each post) before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.
<b><u>POST 45/63</u></b>	:	<b><u>DIRECTOR: PERFORMANCE AND FINANCIAL AUDIT REF NO: 3/1/1/2025/16</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Chief Directorate: Internal Audit: Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Internal Auditing (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Minimum of 5 years of experience at middle / senior managerial level (operational management, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project management best practice, The Standards of the Institute of Internal Auditors, Risk based Performance Audit and financial audit methodologies and procedures. Job related skills: Communication (verbal and written), Interviewing, Analytical and problem-solving ability, Staff and interpersonal, Project management skills, Computer, Business process analysis, Risk and control assessment and Analytical. Work under pressure and meet deadlines. A valid driver's license.
<b><u>DUTIES</u></b>	:	Compile the Performance and Financial Audit Directorate's strategic and operational plan in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Compile the Performance and Financial Audit Directorate's operational plan by April each year. Manage the compilation of the Performance and Financial Audit Directorate's operational and process risk registers by April each year. Compile the Performance and Financial Audit Directorate's portion of the strategic 3-year rolling and annual internal audit plans by April each year. Coordinate with other internal and external service assurance providers to ensure proper risk coverage and to minimise duplication of effort. Manage the implementation of the Performance and Financial Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis. Manage the achievement of the Performance and Financial Audit Directorate's operational plan objectives on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's risk register action plans on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's risk register action plans on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's portion of the internal audit strategic 3-year rolling and annual internal audit plans' deliverables on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the implementation of the Performance and Financial Audit Internal Audit Reports' Action Plans by line management on a quarterly basis. Manage the requests for progress reports from line management on the implementation of all relevant action plans on all Performance and Financial Audit Directorate's internal audit reports on a quarterly basis. Analyse the line managements' status of implementation of action plans of the Performance and Financial Audit Directorate's internal audit reports and clarify the statuses with line managers on a quarterly basis. Manage the preparation of progress reports on the implementation of management action plans of the Performance and Financial Audit Directorate's internal audit reports presentations to the Audit Committee and Director-

General on a quarterly basis. Manage the Performance and Financial Audit Directorate's generally conformance to the International Institute of Internal Auditors' Standards on a continuous basis. Perform quality assurance reviews on the planning, execution, reporting and closure phases' deliverables of all Performance and Financial Audit Directorate's audit projects in conformance to the Internal Audit Methodology and the International Institute of Internal Auditor's Standards on a continuous basis. Participate in the Annual Internal Quality Assessment Review and the five yearly external quality assessment review and implement the actions plans of the reports by the set target dates. Manage the reliance of the Auditor-General of South Africa on the work performed and reports issued by the Performance and Financial Audit Directorate monthly and report progress to the Audit Committee and the Director-General on an annual basis. Manage the Performance and Financial Audit Directorate's resources. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

<b><u>ENQUIRIES</u></b>	:	Ms K De La Rouviere Tel No: (012) 312 9837
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P16@dlrrd.gov.za">P16@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.
<b><u>POST 45/64</u></b>	:	<b><u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES</u></b> <b><u>REF NO: 3/1/1/1/2025/44</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS). Minimum of 5 years' experience at middle / senior managerial level in the relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles, Treasury Regulations and Generally Reviewed Accounting Principles. Job related skills: Coaching and mentoring (Through leadership), Presentation, Analytical, Adaptability and flexibility, Customer service, Initiative, Innovation and creativity, Process improvement, Communication (verbal and written), Project management and Computer literate. Willingness to travel. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions. Ensure implementation of policies, systems, procedures, and processes to ensure sound financial management. Oversee financial support services within provincial shared service centres. Manage financial accounting processes. Manage the departmental budget. Manage salaries and payroll. Maintenance of finance systems. Oversee supply chain, facilities and office administration. Manage the Demand management plan and acquisition of goods, services and assets. Provide logistics, travel and transport services. Provide asset and facilities management. Oversee financial management support services. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
<b><u>ENQUIRIES</u></b>	:	Ms V Nemalili Tel No: (012) 337 3656
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 or by email to <a href="mailto:P44@dlrrd.gov.za">P44@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.



<b><u>POST 45/65</u></b>	:	<b><u>DIRECTOR: PLANNING INSTITUTIONS SUPPORT SERVICES REF NO: 3/1/1/1/2025/45</u></b> Chief Directorate: Planning Facilitation
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Registered as a Professional Planner with the South African Council for Planners (SACPLAN). Minimum of 5 years' experience at a middle / senior managerial level in a Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of the following: Spatial Planning and Land Use Management Act and related legislation, Planning Profession Act, Land Survey Act, Disaster Management Act, Local Government Municipal Systems Act, Local Government Municipal Structures Acts, National Disaster Management Frameworks, White Paper on Spatial Planning and Land Use Management, National Development Plan, National Spatial Development Framework, Application of development concepts and initiatives, Understanding of Spatial Planning and Land Use Management, Planning policy environment, Knowledge of intergovernmental legislation, Knowledge of governmental plans and programmes, Geographic Information Systems (GIS), Policy development. Job related skills: Computer literacy, Good communication (written and verbal), Negotiation, Financial management, Project management, Team management and Interpersonal skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Monitor compliance with legislative duties land use regulators and other planning institutions. Develop tools and systems to monitor compliance by land use regulators and other planning institutions. Identify interventions to monitor compliance by land use regulators and other planning institutions. Develop reports compliance by land use regulators and other planning institutions. Provide technical and financial support to statutory bodies, South African Council for Planners (SACPLAN). Provide oversight of technical support to statutory bodies (SACPLAN). Provide oversight of financial support to statutory bodies (SACPLAN). Develop report on technical and financial support to statutory bodies (SACPLAN). Maintain best practices and administrative efficiency of land use management institutions. Develop best practices manuals. Develop tools to monitor implementation of best practices and administrative efficiency of land use management institutions. Develop reports on the implementation of best practice and administrative efficiency of land use management institutions. Regulate the planning profession including planning institutions and provide training. Develop Training Manuals. Support the Implementation of the Planning Profession Act. Develop reports on Training.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Hay Tel No: (012) 312 8027 Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P45@dlrrd.gov.za">P45@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.
<b><u>POST 45/66</u></b>	:	<b><u>DIRECTOR: SPATIAL COORDINATION REF NO: 3/1/1/1/2025/46</u></b> Chief Directorate: Integrated Spatial Planning
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning or any relevant equivalent qualification (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Registration with the South African Council for Planners (SACPLAN) as a Professional Planner. Minimum of 5 years' experience at a middle / senior managerial level. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation, Application of development concepts

		and initiatives, Knowledge of Intergovernmental legislation, Knowledge for government plans and programmes Job related skills: Computer literacy, Good communication (written and verbal), Negotiation, Financial management, Project management, Team management and Interpersonal. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop tools to promote the alignment and coordination of spatial plans. Promote and use of existing Spatial Planning and Land Use Management Act (SPLUMA) tools and systems. Coordinate SPLUMA implementation reports by Municipalities. Promote spatial planning and land use management implementation by all relevant sectors and spheres of government. Evaluation and reporting on Spatial Development Plans. Coordinate database of spatial plans across different sectors and spheres. Determine alignment of spatial plans with strategic national spatial development framework. Ensure sharing of information and feedback loop across sectors and spheres of government. Promote best practices and promote innovation within the sector. Facilitate spatial alignment and integration of projects / programmes of different spheres. Coordinate activities for Spatial Governance structures. Coordinate Intergovernmental spatial alignment. Coordinate activities for spatial planning Governance Structures. Promote strategic spatial alignment. Identify, participate and produce guiding reports on projects and programmes coordinated by the three spheres of government and other sectors. Coordinate international relationships through National and Provincial Spatial Fora. Facilitate spatial planning and land use management national and provincial forums. Facilitate dialogue and information sharing among all stakeholders i.e government, private sector, academia, State Owned Entities (SOEs) and Non-Profit Organisations (NPOs). Facilitate stakeholder engagement with various stakeholders. Establish bi-lateral relations within Southern African Development Community (SADC) and the African Continent. Facilitate learning platform of specific agendas with other nations. Import lessons for spatial coordination and integration.
<b><u>ENQUIRIES</u></b>	:	Ms A Matsila Tel No: (012) 312 8030
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P46@dlrrd.gov.za">P46@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.
<b><u>POST 45/67</u></b>	:	<b><u>DIRECTOR: ENVIRONMENTAL PLANNING SERVICES REF NO: 3/1/1/2025/47</u></b> Chief Directorate: Spatial Development Planning
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Environmental Management / Development Studies (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Minimum of 5 years' experience at a middle / senior managerial level in Environmental Planning Management. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation, Application of development concepts and initiatives, Understanding of Spatial Planning and Land Use Management policy environment, Knowledge of intergovernmental legislation, Knowledge for governments plans and programmes, Geographic Information Systems (GIS), Policy development. Job related skills: Project management, Team management, Interpersonal, Budget management, Computer literacy, Resource planning, Problem solving and Decision-Making, Legislation and policy, Customer service and Communication (written and verbal). A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide environmental planning services to rural development and land reform project planning in line with the Environmental Policy of the Department. Ensure the coordination of Environmental Impact Assessment projects for all Provincial Shared Services Centres with relevant Competent Authorities. Conduct Strategic Environmental Assessments (SEA) for identified strategically located lands / areas. Conduct Climate Change Risk and Vulnerability Assessments for relevant Development plans. Ensure capacity

building on the implementation of Environmental Policy and related plans. Provide the coordination of environmental compliance through the development and implementation of the Departmental Consolidated Environmental Implementation Management Plan (CEIMP). Oversee the development and implementation of the Consolidated Environmental Implementation Plan by coordinating the affairs of the Environmental Compliance and Implementation Forum (ECIF). Oversee the development of the annual report on the CEIMP. Provide a two-way streamlining of environmental and spatial planning processes in line with relevant legislation. Foster collaboration between State Organs on issues pertaining to Spatial and Environmental Planning. Develop systems, tools and regulations to ensure a two-way mainstreaming between Spatial and Environmental Planning. Provide sound intergovernmental relations and cooperative governance by coordinating inputs and participation for the environmental sector queries and structures respectively. Facilitate the development of responses / provide advice to environmental queries from external stakeholders. Represent, participate and report on activities of various intergovernmental structures in the environmental sector. Foster and coordinate the participation of relevant external stakeholders, especially from the environmental sector on Departmental initiatives.

**ENQUIRIES  
APPLICATIONS**

: Ms N Ntshabele Tel No: (012) 312 8035  
: Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [P47@dlrrd.gov.za](mailto:P47@dlrrd.gov.za)

**NOTE**

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

**POST 45/68**

: **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT SERVICES REF NO: 3/1/1/2025/48**  
Directorate: Spatial Planning and Land Use Management Services

**SALARY**

: R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE  
REQUIREMENTS**

: Western Cape (Cape Town)  
: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Geographical Information Science (GISc) (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Registration with South African Council for Planners (SACPLAN) as a Profession Planner or with South African Geomatics Council as a Professional Geomatics Professional: GISc. Minimum of 5 years' experience at a middle / senior managerial level in a Town and Regional Planning or GISc environment. Job related knowledge: An understanding of the Public Service environment, Thorough knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations, Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job related skills: Strong strategic planning and leadership, Analytical, innovative, problem-solving and interpersonal, Human resource management, Skilled negotiator and self-confident decision maker, Good report writing, Excellent financial management, A high level of computer literacy, Ability to communicate effectively at all levels. A valid driver's license and willingness to travel both locally and internationally.

**DUTIES**

: Provide spatial planning, land use management and environmental services in liaison with the national office. Monitor compliance with the provisions of Spatial Planning and Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management Interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with the national office. Enable provincial integrated spatial information management systems. Provide Geographic Information Science (GISc) technical support to municipalities. Facilitate the utilisation of GISc technical tools to aid spatial planning. Provide support to the implementation of Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). Support municipalities in the utilisation of SPLUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land

		Use Regulators. Provide technical support in the development of Provincial Legislation, Land Use Schemes and Spatial Development Frameworks and related Plans. Provide technical support to agriculture, rural development and land reform programmes. Provide Spatial Analysis services, Provide GISc and Mapping services. Provide GISc remote sensing and mobile application services. Provide development planning support. Provide Intergovernmental support and co-ordination. Coordinate Intergovernmental relations amongst relevant stakeholders. Coordinate provincial Spatial Planning and Land Use Management Services. Coordinate adhoc engagements as required. Support spatial integration of plans and programmes.
<b><u>ENQUIRIES</u></b>	:	Ms A Matsila Tel No: (012) 312 8013
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 5th Floor, 14 Long Street, Cape Town, 8000 or by email to <a href="mailto:P48@dlrrd.gov.za">P48@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.
<b><u>POST 45/69</u></b>	:	<b><u>DIRECTOR: CADASTRAL SPATIAL INFORMATION REF NO:</u></b> <b><u>3/1/1/2025/50</u></b> Chief Directorate: Cadastral Spatial Information
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and an Undergraduate qualification (NQF Level 7) in Geomatics / Surveying qualifications as recognised by the South African Qualifications Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS). Registered as a Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). Minimum of 5 years' experience at a middle / senior managerial level in cadastral survey environment. Job related knowledge: Cadastral survey, Technical System, Cadastral spatial information, Performance management and monitoring, Government systems and structures, Government decision making processes, Programme setting process, Understanding of the management information and formal reporting system, Dealing with misconduct, Internal control and risk management, Project management principles and tools, The political landscape of South Africa. Job related skills: Project management, Team management, Interpersonal, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision-making, Time management, Business and Communication (verbal and written). The ability to work efficiently and effectively at all times. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage accurate cadastral electronic repository. Manage cadastral spatial data quality. Manage creation and publishing of metadata for all cadastral spatial data for which Surveyor-General are custodians. Manage cadastral information provisioning. Manage supply of national dataset on request of the cadastral spatial information on request. Manage the availability of scanned images on the Chief Surveyor General (CSG) website. Manage the availability of spatial data on the SCG website. Render research and mapping services to departmental components on request. Develop and maintain Cadastral Information System. Manage the development and implementation of a centralised web-based CIS solution. Manage cadastral information data quality. Undertake projects in accordance with project plans as approved, demonstrating the contribution of officials and component involved. Provide and coordinate effective Information Technology support to the Branch National Geomatics Management Services (NGMS). Manage maintenance and support of Cadastral Information Legacy System. Manage maintenance of CSG web application. Manage and attend to programmatically and other problems reported by staff members. Represent NGMS by co-ordinating requests, compiling reports, communicating office and Cadastral Spatial Information needs and attending all relevant meetings / workshops. Manage research on technical and programming related issues. Manage Office of the Chief Information Officer services in accordance with the signed Service Level Agreement. Participate and contribute to national, regional and international professional bodies.
<b><u>ENQUIRIES</u></b>	:	Ms M. Kekana Tel No: (012) 312 8344

- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [P50@dlrrd.gov.za](mailto:P50@dlrrd.gov.za)
- NOTE** : EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

### **OTHER POSTS**

- POST 45/70** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDITS REF NO: 3/1/1/1/2025/52 (X3 POSTS)**  
Directorate: Information Technology Audit

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

- CENTRE** : Gauteng (Pretoria)

- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Information Technology (NQF Level 6). Minimum of 3 years' experience in Information Technology Auditing at Assistant Director level. Job related knowledge: Project management best practice, The Standard of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written), Interviewing, Analytical and problem-solving ability, Staff and interpersonal, Project management, Computer, Business process and analysis, Risk and control assessment. Work under pressure and meet deadlines. A valid driver's license.

- DUTIES** : Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies, and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit monthly. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year-Rolling and Annual Internal Audit Plans April each year. Execute / manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the planning phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the execution phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the reporting phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the closure of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and Follow-up on implementation of management action plans on Internal Audit reports of specialised annual and previous audit plan projects. Execute / manage the compilation on the electronic audit software of the closure phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and

		report to the Director: Information Technology Audit on a weekly basis. Evaluate the line management's status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and perform the adequacy assessment of management action plans implemented on a quarterly basis. Manage the information Technology Directorate's resources allocated to this position. Manage human, logistical, and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr M. Rammutla Tel No: (012) 312 9840
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P52@dlrrd.gov.za">P52@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/71</u></b>	:	<b><u>DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/1/1/1/2025/53 (X2 POSTS)</u></b> Directorate: Forensic Investigations
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing / Forensic Accounting / Criminal Justice or related equivalent qualification (NQF Level 6). Minimum of 3 years' credible and applicable experience at Assistant Director or equivalent level in Forensic Investigations. Job related knowledge: Project management best practice, The Association of Certified Fraud Examiners (ACFE) Professional Standards, Forensic Investigations methodologies and procedures. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem-solving ability, Interpersonal, Project management, Computer and Investigations. A valid driver's license and must be willing to travel extensively.
<b><u>DUTIES</u></b>	:	Participate in the compilation of the Forensic Investigations Directorate's strategic and operational plans. Participate in the compilation of the Forensic Investigations Directorate's operational plan by April each year. Compile the Forensic Investigations Directorate's operational and process risk registers by April each year. Implement the Forensic Investigations Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Forensic Investigations monthly. Participate in the compilation of the Forensic Investigations Directorate's annual internal case management registers by April each year. Manage the planning of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans. Manage the compilation on the electronic audit software of the planning phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage Investigations of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans. Manage the compilation on the electronic audit software of the investigation phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the reporting of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans memoranda. Manage the compilation on the electronic audit software of the reporting phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the closure of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects plans and follow-up on

implementation by line management of recommendations of Forensic Investigation's reports of the annual and previous case management register projects. Manage the compilation on the electronic audit software of the closure phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Forensic Investigations on a weekly basis. Analyse the line management's status of implementation of recommendations of the Forensic Investigations Directorate's reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Forensic Investigations Sub-directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

**ENQUIRIES** : Mr M. Rammutla Tel No: (012) 312 9840  
**APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [P53@dlrrd.gov.za](mailto:P53@dlrrd.gov.za)

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

**POST 45/72** : **PROFESSIONAL SURVEYOR REF NO: 3/1/1/1/2025/59**  
 Directorate: Geo-Spatial Information and Professional Support

**SALARY** : R761 157 per annum, (The salary will be determined in accordance with the OSD).

**CENTRE** : Western Cape (Mowbray)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science or Bachelor's Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment and Compulsory registration with South African Geomatics Council as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience required. Job related knowledge: Programme and project management, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written). Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management, Change management and Innovation. A valid driver's license.

**DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of Candidate Professional Surveyors. To promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

**ENQUIRIES** : Mr A Parker Tel No: (021) 658 4301  
**APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 14 Long Street, 1st floor, Cape Town, 8001 or by email to [P59@dlrrd.gov.za](mailto:P59@dlrrd.gov.za)

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

<b><u>POST 45/73</u></b>	:	<b><u>PROJECT COORDINATOR REF NO: 3/1/1/2025/27</u></b>
<b><u>SALARY</u></b>	:	Directorate: Operational Management
<b><u>CENTRE</u></b>	:	R582 444 per annum (Level 10)
<b><u>REQUIREMENTS</u></b>	:	Limpopo (Polokwane)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law or any related equivalent qualification. Minimum 3 years' experience in land reform environment Job related knowledge: Development management including strategic management, Research methods and techniques, Community facilitation, Understand and Interpret Business Plan, Thorough knowledge in land reform and development-related issues, Knowledge of Restitution of land rights, Knowledge of Land Reform, Knowledge of rural development, Development management including strategic management, Understanding and interpret Business Plan. Job related skills: Project Management, Negotiation, Contract Management, Leadership, Communication (verbal and written), Ability to draft terms of reference for service providers, Ability to manage consultants, Excellent report writing, Initiative, able to take responsibility and meet deadlines, Computer literacy, Ability to produce report on a word processor, Ability to facilitate community meetings, Good networking, Ability to draft terms of reference for service providers Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claim. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42d submission.
<b><u>ENQUIRIES</u></b>	:	Mr KE Senosha Tel No: (015) 495 1905
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to <a href="mailto:P27@dlrrd.gov.za">P27@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<b><u>POST 45/74</u></b>	:	<b><u>CONTROL SURVEY TECHNICIAN REF NO: 3/ NO: 1/1/1/2025/60</u></b>
	:	Directorate: Imagery and Topographic Data
<b><u>SALARY</u></b>	:	R551 493 per annum, (The salary will be determined in accordance with the OSD)
<b><u>CENTRE</u></b>	:	Western Cape (Mowbray)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Surveying or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (surveying / cartography) experience. Job relate knowledge: The Constitution, Good governance and Batho Pele Principles, Labour and Employment Legislation, Public Service Regulations, Public Financial Management Act, Land Survey Act, Special Data Infrastructure Act, National Geomatics Information (NGI) standards and procedures, Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgement. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication (verbal and written),



## **DUTIES**

Computer, People management, Planning and organising, Conflict management and Negotiation. A valid driver's license.

: Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance service. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

## **ENQUIRIES APPLICATIONS**

: Ms B Semoli Tel No: (021) 658 4300  
: Applications can be submitted by hand delivered during office hours to: 14 Long Street, 1st floor, Cape Town, 8001 or by email to [P60@dlrrd.gov.za](mailto:P60@dlrrd.gov.za)

## **NOTE**

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

## **POST 45/75**

: **ASSISTANT DIRECTOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/1/1/2025/51**  
Chief Directorate: Internal Audit

## **SALARY CENTRE REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Gauteng (Pretoria)  
: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or relevant related qualification. Minimum of 3 years' experience in operational and compliance auditing at supervisory level. Job related knowledge: Project management best practice, The Standards of the Institute of Internal Auditors, Risk based internal audit methodologies and procedures and software. Job related skills: Communication (verbal and written), Interviewing, Analytical and problem-solving ability, Staff and interpersonal, Project management, Computer, Business process analysis, Risk and control assessment. Work under pressure and meet deadlines. A valid driver's license.

## **DUTIES**

: Perform and supervise the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda.

Perform and supervise the compilation on the electronic audit software of the execution phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the reporting phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Supervise the Operational and Compliance Audit Sub-Directorate's resources allocated to this position. Supervise human, logistical and financial resources allocated to this position on an on-going basis in line with the Departmental prescripts.

**ENQUIRIES**  
**APPLICATIONS**

: Mr M Rammutla Tel No: (012) 312 9840  
: Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [P51@dlrd.gov.za](mailto:P51@dlrd.gov.za)

**NOTE**

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

**POST 45/76**

: **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/1/1/1/2025/54**  
Directorate: Forensic Investigations

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Gauteng (Pretoria)  
: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Forensic Investigation / Law / Auditing / Forensic Accounting / Criminal Justice (NQF Level 6) or related equivalent qualification. Minimum of 3 years applicable experience in Forensic Investigations. Job related knowledge: Association of Certified Fraud Examiners (ACFE) Professional Standards, Forensic Investigations methodologies and procedures. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem-solving ability, Interpersonal, Project management, Computer literacy and Investigation. A valid driver's license and must be willing to travel.

**DUTIES**

: Perform the planning of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Forensic Investigations Directorate's projects methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the investigation of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the investigation phase deliverables of the Forensic Investigations Directorate's projects in line with the quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the reporting of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the reporting phase deliverables of the Forensic Investigations Directorate's projects allocated in line with the Chief Directorate's quality standards, methodologies, policies and procedures

	on continuous basis and report progress to the Deputy Director. Forensic Investigations on a weekly basis. Perform and supervise the closure of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis.
<b><u>ENQUIRIES</u></b>	: Mr M Rammutla Tel No: (012) 312 9840
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P54@dlrrd.gov.za">P54@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	: EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.
<b><u>POST 45/77</u></b>	: <b><u>ASSISTANT DIRECTOR: RESTITUTION POLICY REF NO: 3/1/1/1/2025/62</u></b> Directorate: Restitution Policy
<b><u>SALARY</u></b>	: R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	: Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Policy Development / Law / Development studies / Economics / Social Sciences or related equivalent qualification (NQF Level 6). Minimum 3 years' working experience in the relevant field. Job related knowledge: Restitution and land related matters, Policy development, Research methodology, Project management principles. Ability to draw up business plans and terms of reference. Job related skills: Report writing, Communication (verbal and written), Interpersonal, Project management, Computer literacy, Negotiation, Facilitation and Conflict resolution, A valid driver's license. Work under pressure and meet deadlines. Use of computer for prolonged periods.
<b><u>DUTIES</u></b>	: Monitor Restitution policy compliance. Vet section 42D compliance to specific settlement model policies as referred by National Quality Assurance Unit (NQA). Highlight issues on-compliance to NQA for the relevant Regional Land Claims Commission office's corrective action. Document areas of recurring non-compliance for future training interventions and or policy review. Develop new policies and review existing policies and procedures. Conduct policy research. Draft new policies. Circulate the draft policy for inputs. Consolidate and finalise the policy. Review and amend existing policies. Coordinate and facilitate implementation of policy. Coordinate meetings of sector task teams. Coordinate and consolidate reports of sector task teams. Monitor progress of the settlement of sector claims. Monitor implementation of settlement models. Provide policy induction training and workshops. Develop training plan and schedule. Identify internal and external facilitators. Coordinate logistical arrangements. Facilitate and reschedule induction training or workshops. Compile induction training or workshop report.
<b><u>ENQUIRIES</u></b>	: Ms C Moyo Tel No: (012) 407 4603
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P62@dlrrd.gov.za">P62@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	: EE Targets: Coloured, Indian and White Males and African, Coloured, Indian, and White Females and Persons with Disabilities.
<b><u>POST 45/78</u></b>	: <b><u>ASSISTANT DIRECTOR: LEASE MANAGEMENT REF NO: 3/1/1/1/2025/64</u></b> Directorate: Financial Accounting Re-advertisement, applicants who applied previously are encouraged to re-apply
<b><u>SALARY</u></b>	: R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	: Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Degree in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Accounting Sciences / Auditing / Commerce. Minimum of 3 years' supervisory experience in an accounting environment with specific experience in debtors

and leases debtors' management. Job related knowledge: Knowledge of Public Financial Management Act, Treasury Regulations, Policies, Procedures and Prescripts, Financial systems including Basic Accounting System (BAS) and Comprehensive Program for Accounting Control (ACCPAC), Budgets and budgetary procedures, Debtors, lease and revenue management. Job related skills: Supervisory, Communication (written and verbal), Planning and organisation, Interpersonal relations, Computer literacy. A valid driver's license. Teamwork. Confidentiality, fairness, respect and honesty.

## **DUTIES**

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

## **ENQUIRIES APPLICATIONS**

: Ms SH Sambo Tel No: (012) 312 8861  
: Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [P64@dlrrd.gov.za](mailto:P64@dlrrd.gov.za)

## **NOTE**

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

<b><u>POST 45/79</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/2025/17</u></b> Chief Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. Job related knowledge: Public Service Regulations, Financial procedures, Treasury regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal, Organising and Planning, Communication (verbal and written), Analytical, Problem solving, Financial management and Report writing. A valid driver's license. Work under pressure, Teamwork and willingness to work extra hours.
<b><u>DUTIES</u></b>	:	Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<b><u>ENQUIRIES</u></b>	:	Mr M. Rammutla Tel No: (012) 312 9840
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P17@dlrrd.gov.za">P17@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/80</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/2025/18</u></b> Directorate: National Spatial Information Framework
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. Job related knowledge: Public Service Regulations, Financial procedures, Treasury regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal, Organising and Planning, Communication (verbal and written), Analytical, Problem solving, Financial management and Report writing. A valid driver's license. Work under pressure, Teamwork and willingness to work extra hours.
<b><u>DUTIES</u></b>	:	Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term

Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

**ENQUIRIES** : Mr S Dlamini Tel No: (012) 312 8001  
**APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [P18@dlrrd.gov.za](mailto:P18@dlrrd.gov.za)  
**NOTE** : EE Targets: African, Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

**POST 45/81** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2025/28**  
Branch: Spatial Planning and Land Use Management

**SALARY** : R397 116 per annum (Level 08)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. Job related knowledge: Public Service Regulations, Financial procedures, Treasury regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal, Organising and Planning, Communication (verbal and written), Analytical, Problem solving, Financial management and Report writing. A valid driver's license. Work under pressure, Teamwork and willingness to work extra hours.

**DUTIES** : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register.

		Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<b><u>ENQUIRIES</u></b>	:	Mr S Dlamini Tel No: (012) 312 8001
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P28@dlrrd.gov.za">P28@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: African, Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/82</u></b>	:	<b><u>SENIOR AUDITOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/1/1/1/2025/63</u></b> Chief Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in Operational and Compliance Auditing. Job related knowledge: Standards of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written), Interviewing, Analytical, Problem solving, Computer literacy, Business process analysis, Risk and control assessment skills.
<b><u>DUTIES</u></b>	:	Perform the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodology, policies and procedures on a continuous basis, and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the execution of the annual audit plan projects according to the deliverables and timeline defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the execution phase deliverable's of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis, and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the defined scope of the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the defined scope of the reporting phase deliverable of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedure on continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, In line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weedy basis.
<b><u>ENQUIRIES</u></b>	:	Mr M. Rammutla Tel No: (012) 312 9840
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P63@dlrrd.gov.za">P63@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/83</u></b>	:	<b><u>SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/1/2025/23</u></b> Directorate: Cadastral Information, Maintenance and Supply Services
<b><u>SALARY</u></b>	:	R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD)
<b><u>CENTRE</u></b>	:	North West (Mmabatho)

<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications and knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's license. Values / Attributes: Confidentiality, fairness, respect and honesty.
<b><u>DUTIES</u></b>	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required, Compile and submit reports as required, Provide and consolidate inputs to the technical survey operational plan, Develop, implement and maintain databases, Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies / councils on survey related matters.
<b><u>ENQUIRIES</u></b>	:	Mr FM Motimone Tel No: (018) 388 7230
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to <a href="mailto:P23@dlrrd.gov.za">P23@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: (Grade A) Coloured, Indians and White Males and African, Coloured, Indians and White Females and persons with disabilities. (Grade B and C) Coloured, Indian and White Males and Coloured, Indian and White Females and persons with disabilities.
<b><u>POST 45/84</u></b>	:	<b><u>SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/2025/24</u></b> Directorate: Examination Services
<b><u>SALARY</u></b>	:	R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD)
<b><u>CENTRE</u></b>	:	Western Cape (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications and knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's license. Values / Attributes: Confidentiality, fairness, respect and honesty.
<b><u>DUTIES</u></b>	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the



		budgeting process as required, Compile and submit reports as required, Provide and consolidate inputs to the technical survey operational plan, Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies / councils on survey related matters.
<b><u>ENQUIRIES</u></b>	:	Ms S Jones-Phillipson at 071 856 0593
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 14 Long Street, 1st floor, Cape Town, 8001 or by email to <a href="mailto:P24@dlrrd.gov.za">P24@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: (Grade A) African, Coloured, Indian and White Males and African, Coloured and Indian Females and persons with disabilities. (Grade B and C) Indian and White Males and African, Coloured, Indian and White Females and persons with disabilities.
<b><u>POST 45/85</u></b>	:	<b><u>SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/2025/25</u></b> Directorate: Cadastral Information, Maintenance and Supply Services
<b><u>SALARY</u></b>	:	R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD).
<b><u>CENTRE</u></b>	:	Free State (Bloemfontein)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications and knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's license. Values / Attributes: Confidentiality, fairness, respect and honesty.
<b><u>DUTIES</u></b>	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required, Compile and submit reports as required, Provide and consolidate inputs to the technical survey operational plan, Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies / councils on survey related matters.
<b><u>ENQUIRIES</u></b>	:	Ms BG Mtshali Tel No: (051) 448 0955
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to <a href="mailto:P25@dlrrd.gov.za">P25@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE targets: Targets: (Grade A) African, Indian and White Males and African, Coloured and Indian Females and persons with disabilities. (Grade B and C) Coloured, Indian and White Males and Coloured, Indian and White Females and persons with disabilities.
<b><u>POST 45/86</u></b>	:	<b><u>SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/2025/26</u></b> Directorate: Examination Services
<b><u>SALARY</u></b>	:	R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)

<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications and knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's license. Values / Attributes: Confidentiality, fairness, respect and honesty.
<b><u>DUTIES</u></b>	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required, Compile and submit reports as required, Provide and consolidate inputs to the technical survey operational plan, Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies / councils on survey related matters.
<b><u>ENQUIRIES</u></b>	:	Ms N Ngubane Tel No: (033) 355 2900
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to <a href="mailto:P26@dlrrd.gov.za">P26@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: (Grade A) African, Coloured, Indian and White Males and Coloured and White Females and persons with disabilities. (Grade B and C) African, Coloured, Indian and White Males and Coloured, Indian and White Females and persons with disabilities.
<b><u>POST 45/87</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: 3/1/1/1/2025/41</u></b> Chief Directorate: Legal Support and Deeds Training
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration/Management. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language Skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.
<b><u>DUTIES</u></b>	:	Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Finalise and resolve relevant enquiries as part of the job's operational responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and

documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES  
APPLICATIONS**

: Mr. H Tshinavhe Tel No: (012) 337 9380  
: Applications can be submitted by hand delivery to the Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083. Candidates are also encouraged to apply by using the email address [Advert9@deeds.gov.za](mailto:Advert9@deeds.gov.za) before the closing date as no late applications will be considered.

**NOTE**

: Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and African, Coloured, Indian, and White Females and people with disabilities.

**POST 45/88**

: **PERSONAL ASSISTANT REF NO: 3/1/1/1/2025/42**  
Chief Directorate: Finance and Corporate Support

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07)  
: Office of the Chief Registrar of Deeds: Gauteng (Pretoria)  
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.

**DUTIES**

: Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded.

Finalise and resolve relevant enquiries as part of the job's operational responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES  
APPLICATIONS**

: Mr. AM Strydom Tel No: (012) 337 9380  
: Applications can be submitted by hand delivery to the Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 Candidates are also encouraged to apply by using the email address [Advert8@deeds.gov.za](mailto:Advert8@deeds.gov.za) before the closing date as no late applications will be considered.

**NOTE**

: Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

**POST 45/89**

: **PERSONAL ASSISTANT REF NO: 3/1/1/1/2025/43**

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07)  
: Northern Cape Deeds Registry: Kimberley  
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office).

## **DUTIES**

Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.

: Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Finalise and resolve relevant enquiries as part of the job's operational responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions/information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

## **ENQUIRIES** **APPLICATIONS**

: Mr. V Mbizeni Tel No: (053) 832 7228  
: Applications can be submitted by or by hand delivered during office hours to: Office of the Registrar of Deeds: Kimberley at Conner Stead and Knight Streets, 10th Floor New Public Building, Kimberley 8301. Candidates are also encouraged to apply by using the email address: Advert10@deeds.gov.za before the closing date as no late applications will be considered.

## **NOTE**

: Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

<b><u>POST 45/90</u></b>	:	<b><u>REGISTRY CLERK (SUPERVISOR) REF NO: 3/1/1/1/2025/55</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or equivalent qualification. Minimum of 3 years experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<b><u>DUTIES</u></b>	:	Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail and Distribute notices on Registry. Supervise and render an effective filling and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Supervise the processing and process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources / staff. Allocate and ensure quality of work, personnel development, assess staff performance and apply discipline.
<b><u>ENQUIRIES</u></b>	:	Mr. A Strydom or Ms P Matsemela Tel No: (012) 337 9380
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered during office hours to Agriculture Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to <a href="mailto:Advert15@deeds.gov.za">Advert15@deeds.gov.za</a> before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured and Indian Males and Coloured, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/91</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: 3/1/1/1/2025/58</u></b> Chief Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures, Telephone etiquette, Basic knowledge on financial administration. Job related skills: Sound organisational, Computer literacy (Microsoft Office), Good interpersonal relations, High level of reliability. Communication (verbal and written), Language, Ability to communicate well with people at different levels and from different backgrounds, Ability to do research and analyse documents and situations, Ability to act with tact and discretion, Good grooming and presentation, Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.
<b><u>DUTIES</u></b>	:	Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs

advanced typing work. Operates and ensures that office equipment, e.g. Fax machine and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinises routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

<b><u>ENQUIRIES</u></b>	:	Mr M Rammutla Tel No: (012) 312 9840
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to <a href="mailto:P58@dlrrd.gov.za">P58@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/92</u></b>	:	<b><u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: 3/1/1/1/2025/19</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Northern Cape (Kimberley)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer, Working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Good communication (verbal and written), Interpersonal relations, Flexibility and Teamwork.

<b><u>DUTIES</u></b>	:	Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration system (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
<b><u>ENQUIRIES</u></b>	:	Ms. T Oliphant Tel No: (053) 830 4056
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to <a href="mailto:P19@dlrrd.gov.za">P19@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: African and White Males and Coloured, Indian and White Females and Persons with disabilities.
<b><u>POST 45/93</u></b>	:	<b><u>SENIOR TELECOM OPERATOR REF NO: 3/1/1/1/2025/49</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Eastern Cape Deeds Registry: Qonce
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Minimum of One (1) years relevant working experience within switchboard environment. Knowledge of MS Package. Telephone etiquette. Computer literacy. Customer care. Good Communication Skills. Interpersonal Skills. Switchboard Operation skills. Ability to communicate well with people at different levels and different backgrounds. Ability to learn the department's services delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.
<b><u>DUTIES</u></b>	:	Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward calls. Receive telephone messages. Record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that customers are referred promptly and correctly. Ensure that customers are attended to at all times. Supply basic information to customers regarding the department's services when required. Manage switchboard service. Operate switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system and report to supervisor and service provider when needed. Identify and inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in working condition at all times. Administer telephone accounts. Complete telephone register and submit to supervisor. Reconcile private telephone or fax with register and submit to supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Allocate and monitor pin codes.
<b><u>ENQUIRIES</u></b>	:	Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivery during working hours to 113 Alexander Road, Qonce, 5600 Eastern Cape or by email <a href="mailto:Advert11@deeds.gov.za">Advert11@deeds.gov.za</a> before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: African, Coloured, Indian and White Males and African, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/94</u></b>	:	<b><u>REGISTRY CLERK REF NO: 3/1/1/1/2025/56</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<b><u>DUTIES</u></b>	:	Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails, sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Lock posts in postback for messengers to delivery to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr H Tshinavhe or PM Matsemela Tel No: (012) 337 9380
	:	Applications can be hand delivered during office hours to Agriculture Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to <a href="mailto:Advert16@deeds.gov.za">Advert16@deeds.gov.za</a> before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.
<b><u>POST 45/95</u></b>	:	<b><u>FINANCE CLERK REF NO: 3/1/1/2025/57</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of the Chief Registrar of Deeds: Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service Financial Legislations Procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, FINANCIAL Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organise skills. Computer literacy skills. Communication skills (verbal and written). Basic numeracy skills. Confidentiality, fairness and honesty.
<b><u>DUTIES</u></b>	:	Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
<b><u>ENQUIRIES</u></b>	:	Ms P Matsemela or HS Tshinavhe Tel No: (012) 337 9380

<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered during office hours to Agriculture Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to <a href="mailto:Advert13@deeds.gov.za">Advert13@deeds.gov.za</a> before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/96</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: 3/1/1/1/2025/61 (X2 POSTS)</u></b> Division: Human Resource and Records Management Services
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<b><u>DUTIES</u></b>	:	Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Performance Management. Termination of service, Address human resource administration enquiries. Respond to enquiries from internal and external clients.
<b><u>ENQUIRIES</u></b>	:	Mr. H Tshinavhe Tel No: (012) 337 9380
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered during office hours to Agriculture Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to <a href="mailto:Advert14@deeds.gov.za">Advert14@deeds.gov.za</a> before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.
<b><u>POST 45/97</u></b>	:	<b><u>REGISTRY CLERK REF NO: 3/1/1/1/2025/20</u></b> Directorate: Quality Assurance and Administration
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	North West (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Language and Communication (verbal and written). Interpersonal relations. Flexibility and work within a team.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and

		maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Dipudi Tel No: (018) 388 7138
	:	Applications can be submitted by hand delivered during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to <a href="mailto:P20@dlrrd.gov.za">P20@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities.
<b><u>POST 45/98</u></b>	:	<b><u>SECRETARY REF NO: 3/1/1/1/2025/21</u></b> Directorate: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Eastern Cape (East London)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette, Sound organisational skills, Good people skills, Computer literacy, Ability to communicate well with people at different levels and from different backgrounds (both written and verbal), Ability to act with tact and discretion. Good grooming and presentation.
<b><u>DUTIES</u></b>	:	Provide a secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. Fax machines and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8186
	:	Applications can be submitted by hand delivered during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to <a href="mailto:P20@dlrrd.gov.za">P20@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<b><u>POST 45/99</u></b>	:	<b><u>MESSENGER REF NO: 3/1/1/1/2025/22</u></b> Directorate: District Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 per annum (Level 02)
	:	Eastern Cape: (Sarah Baartman / Nelson Mandela Bay)
	:	Minimum requirements: Applicants must be in possession of a Grade 10 Certificate. Job related skills: Computer literacy, Sound organisational skills, Good people skills, Basic communication (verbal and written), Client orientation and customer focus.

**DUTIES**

: Perform messenger functions. Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (mail, parcels, documents and files). Records and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files documents and parcels to addressor. Deliver mail, files, documents and parcels to addresses. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in the delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.

**ENQUIRIES  
APPLICATIONS**

: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8186  
: Applications can be submitted by hand delivered during office hours to: Ocean Terrace, Coner Moore and Coutts Street, Block H, Quigney, East London, 5201 or by email to [P22@dlrrd.gov.za](mailto:P22@dlrrd.gov.za)

**NOTE**

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

**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.*

<b><u>APPLICATIONS</u></b>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<b><u>CLOSING DATE</u></b>	:	23 December 2025
<b><u>NOTE</u></b>	:	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: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> 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. 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 <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs

**OTHER POSTS**

<b><u>POST 45/100</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/597</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<b><u>CENTRE</u></b>	:	Port – Elizabeth (East London)
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Knowledge of

		asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	Nosiseko Mabaleka Tel No: (012) 842 1465
<b><u>APPLICATIONS</u></b>	:	e mail: Recruit2025597@npa.gov.za
<b><u>POST 45/101</u></b>	:	<b><u>STATE ADVOCATE</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R932 904 - R 1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<b><u>CENTRE</u></b>	:	Port Elizabeth (Gqeberha) Ref No: Recruit 2025/598 Port Elizabeth (East – London) Ref No: Recruit 2025/599 (X2 Posts) (1 Re-advert)
<b><u>REQUIREMENTS</u></b>	:	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. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	Nosiseko Mabaleka Tel No: (012) 842 1465
<b><u>APPLICATIONS</u></b>	:	Port Elizabeth (Gqeberha) e mail: <a href="mailto:Recruit2025598@npa.gov.za">Recruit2025598@npa.gov.za</a> Port Elizabeth (East – London) e mail: <a href="mailto:Recruit2025599@npa.gov.za">Recruit2025599@npa.gov.za</a>
<b><u>POST 45/102</u></b>	:	<b><u>REGIONAL COURT CONTROL PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 032 906 - R1 675 743 per annum (Level SU-3), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: Modimolle Ref No: Recruit 2025/600 CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2025/601
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in

	prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<b><u>DUTIES</u></b>	: Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	: CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	: CPP: Bloemfontein (Phuthaditjhaba) Lemmer Ludwick Tel No: (015) 410 6001 CPP: Modimolle e mail: <a href="mailto:Recruit2025600@npa.gov.za">Recruit2025600@npa.gov.za</a> CPP: Bloemfontein (Phuthaditjhaba) e mail: <a href="mailto:Recruit2025601@npa.gov.za">Recruit2025601@npa.gov.za</a>
<b><u>POST 45/103</u></b>	: <b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	: R630 630 - R 1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (Excluding benefits)
<b><u>CENTRE</u></b>	: CPP: Thohoyandou (Malamulele) Ref No: Recruit 2025/602 CPP: Thohoyandou (Sibasa) Ref No: Recruit 2025/603 CPP: Thohoyandou (Makhado) Ref No: Recruit 2025/604 CPP: Modimolle Ref No: Recruit 2025/605 (X2 Posts) (Re-advert) CPP: Bloemfontein Ref No: Recruit 2025/606 (X2 Posts) CPP: Modimolle (Lephalale) Ref No: Recruit 2025/614
<b><u>REQUIREMENTS</u></b>	: 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: CPP: Thohoyandou (Malamulele); CPP: Thohoyandou (Sibasa); CPP: Thohoyandou (Makhado); CPP: Modimolle and CPP: Modimolle (Lephalale) Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	: CPP: Bloemfontein Lemmer Ludwick – 051 410 6001 CPP: Thohoyandou (Malamulele) e-mail: <a href="mailto:Recruit2025602@npa.gov.za">Recruit2025602@npa.gov.za</a> CPP: Thohoyandou (Sibasa) e-mail: <a href="mailto:Recruit2025603@npa.gov.za">Recruit2025603@npa.gov.za</a> CPP: Thohoyandou (Makhado) e-mail: <a href="mailto:Recruit2025604@npa.gov.za">Recruit2025604@npa.gov.za</a> CPP: Modimolle e-mail: <a href="mailto:Recruit2025605@npa.gov.za">Recruit2025605@npa.gov.za</a> CPP: Bloemfontein e-mail: <a href="mailto:Recruit2025606@npa.gov.za">Recruit2025606@npa.gov.za</a> CPP: Modimolle (Lephalale) e-mail: <a href="mailto:Recruit2025614@npa.gov.za">Recruit2025614@npa.gov.za</a>
<b><u>POST 45/104</u></b>	: <b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2025/607</u></b> Strategy, Operations and Compliance: HRM & D - Labour Relations
<b><u>SALARY</u></b>	: R582 444 per annum (Level 10), (Excluding benefits)
<b><u>CENTRE</u></b>	: Pretoria: Head Office

<b><u>REQUIREMENTS</u></b>	:	An appropriate B-degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in Labour Relations or equivalent. (Studying towards LLB Degree will be an added advantage). Three (3) years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations, and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings, and grievances. Dispute resolution skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Represent the NPA in disciplinary hearings, conciliations, mediations, and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ronnie Pather - 012 845 6186
	:	e mail: Recruit2025607@npa.gov.za
<b><u>POST 45/105</u></b>	:	<b><u>BUSINESS ANALYST REF NO: RECRUIT 2025/608</u></b> Strategy, Operations and Compliance: Information Systems Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10), (Excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in IT or equivalent qualification. Minimum five (5) years' experience as Business Analyst within the IT industry. Certification in Business Analysis. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification in Project Management or Business Analysis. Project management skills. Understanding of SDLC. Proficiency in MS Office suite and process mapping tools (Visio), project management (MS Projects). Research, presentation, and facilitation. Strategic planning skills. Knowledge management. Service delivery and innovation skills. Agile Business Analysis certification will be an advantage. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Review a variety of areas including core operations and corporate services. Document process maps, construct workflow charts and diagrams by studying system capabilities and writing specifications. Improve systems by studying current practices and designing modifications. Perform daily, weekly and monthly reviews and analyses of current processes using operational metrics and reports. Recommend controls by identifying problems and writing improved procedures. Monitor project progress by tracking activity, resolving problems and publishing progress reports for recommending actions. Conduct insightful, ad hoc analyses to investigate ongoing or one-time operational issues. Conduct and coordinate research to support strategic and business planning within the various units and programs of the client group. Define project requirements by identifying project milestones, phases and elements; forming project team and stakeholder analysis and management; establishing project budget. Understand and communicate the financial and operational impact of any changes. Validate resource requirements and develop cost estimate models. Interpret, evaluate and interrelate research data and develop integrated business analyses and projections for incorporation into strategic decision-making. Maintain user confidence and protect operations by keeping information confidential. Prepare technical reports by collecting, analyzing and summarizing information and trends. Create informative, actionable and repeatable reporting that highlights relevant business trends and opportunities for improvement.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Obert Masango Tel No: (012) 845 7058
	:	e mail: Recruit2025608@npa.gov.za



<b><u>POST 45/106</u></b>	:	<b><u>BUSINESS INTELLIGENCE ANALYST REF NO: RECRUIT 2025/609</u></b> Strategy, Operations and Compliance: Information Systems Management (Re-advert)
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10), (Excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Computer Science or equivalent. Minimum five (5) years' relevant experience in Business Intelligence. Big Data analysis skills, including SQL, statistical knowledge, data visualization tools (Tableau, Power BI), and cloud computing platforms (AWS, Azure, GCP). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. SQL database Administration, SQL Server and SQL Query skills. ITIL (Information Technology International Library) Foundation. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Data Analysis skills. Service delivery and innovation skills.
<b><u>DUTIES</u></b>	:	Create Business Intelligence dashboards, reports and tools. Perform SQL queries, design, code, test, and aggregate the results to create useful information. Provide technical documents on database content. Map various databases used in the organization. Develop, design, and analyze data architecture and data warehouses. Collaborate with IT department in deploying software and hardware upgrades to leverage big data use. Create or discover new data procurement and processing programs. Oversee the deployment of data to the data warehouse. Review and validate customer data as and when collected. Review customer files to ensure integrity of data collection and utilization. Monitor analytics and metrics results. Implement new data analysis methodologies. Perform data profiling to identify and understand anomalies. Evaluate and recommend appropriate business intelligence tools and software. Train users on how to use BI tools, dashboards and reports. Provide technical and functional support to users on the use of BI tools, dashboards and reports.
<b><u>ENQUIRIES</u></b>	:	Obert Masango Tel No: (012) 845 7058
<b><u>APPLICATIONS</u></b>	:	e mail: Recruit2025609@npa.gov.za
<b><u>POST 45/107</u></b>	:	<b><u>WEB DEVELOPER REF NO: RECRUIT 2025/610</u></b> Strategy, Operations and Compliance: Information Systems Management
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08), (Excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Minimum three (3) years' experience in Web development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Research, presentation and facilitation. Knowledge management. Ability to work under pressure and adherence to strict deadlines. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Collaborate with business analyst to establish a detailed technical specification through client discussion. Clarify the actions the application is intended to perform. Design and develop the application - break down the application specification into its most accessible components and convert this logic into a programming language. Work as part of a project team. Test sample datasets to ensure that the output from the application is correct. Brainstorm potential remedies to anticipated difficulties. Respond to problems and rectify the applications as needed. Analyze and improve the applications' efficacy. Adapt the application to new needs as needed. Carry out user acceptability testing to ensure that the application is simple, quick and accurate. Provide extensive documentation for the applications' usage by users and support personnel. Update, repair, change and create current software and general applications.
<b><u>ENQUIRIES</u></b>	:	Obert Masango Tel No: (012) 845 7058
<b><u>APPLICATIONS</u></b>	:	e mail: Recruit2025610@npa.gov.za

<b><u>POST 45/108</u></b>	:	<b><u>SYSTEM DEVELOPER: SHAREPOINT REF NO: RECRUIT 2025/611</u></b> Strategy, Operations and Compliance: Information Systems Management
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08), (Excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Computer Science or equivalent. Minimum three (3) years' experience in Microsoft SharePoint development or Information Technology environment. Certification on Microsoft SharePoint Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of ITIL (Information Technology International Library) framework will be an added advantage. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Research, presentation and facilitation. Exposure to Project Management processes. Ability to work under pressure and adherence to strict deadlines. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Collaborate with other software developers., business analysts and IT professionals to implement Microsoft SharePoint solutions. Configure NPAs' SharePoint portals/systems to specified requirements. Develop new web components using XML, NET, SQL, C# and various programming languages including PowerApps. Extend SharePoint functionality by developing forms, web parts and application technologies. Review website interface and software stability. Maintain existing portals and applications. Provide user support.
<b><u>ENQUIRIES</u></b>	:	Obert Masango Tel No: (012) 845 7058
<b><u>APPLICATIONS</u></b>	:	e mail: Recruit2025611@npa.gov.za
<b><u>POST 45/109</u></b>	:	<b><u>SYSTEM DEVELOPER: CRM DYNAMICS REF NO: RECRUIT 2025/612</u></b> Strategy, Operations and Compliance: Information Systems Management
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08), (Excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Computer Science or equivalent. Minimum three (3) years' relevant experience in Web development. Certification as Microsoft CRM Dynamics Developer. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Research, presentation and facilitation. Knowledge management. Ability to work under pressure and adherence to strict deadlines. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Collaborate with other software developers, business analysts, Software architects and IT professionals to implement Microsoft Dynamics CRM solutions. Develop and maintain a platform roadmap. Integrate existing systems and services into the CRM architecture. Assist with deployment and provisioning activities. Design solutions based on business requirements and end user input. Create user documentation for new functions. Train users on use of new functions. Advise on use of Microsoft Stack to enable business capabilities. Maintain current CRM Dynamics module already in production. Manage all CRM Dynamics environments (development, testing and production). Manage all user licenses and provisioning according to contract.
<b><u>ENQUIRIES</u></b>	:	Obert Masango Tel No: (012) 845 7058
<b><u>APPLICATIONS</u></b>	:	e mail: Recruit2025612@npa.gov.za
<b><u>POST 45/110</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/613</u></b> Strategy, Operations & Compliance: Supply Chain Management - Logistics
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08), (Excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Management and/or Supply Chain Management or equivalent qualification. Minimum two (2) years' experience working in Logistics. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act.

**DUTIES**

Written and Verbal communication skills, Planning, organising skills and analytical skills. Computer literacy and knowledge of programs in Microsoft Office (MS Word, Excel, PowerPoint and Outlook).

:

Administer invoices and orders on LOGIS. Administer Warehouse. Prepare payment reports. Administer Invoice Tracking System. Provide information on the preparation of monthly management reports. Supervision of staff. Assess staff performance.

**ENQUIRIES**

**APPLICATIONS**

:

John Solomon Tel No: (012) 845 6770

:

e mail: Recruit2025613@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.***



**APPLICATIONS**  
**CLOSING DATE**  
**NOTE**

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>  
 : 12 January 2026 at 12:00 pm (Midday)  
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za) and for all graduate related queries must be submitted via email addressed to the Human Resources Graduate Recruitment Team on [erecruitment@treasury.gov.za](mailto:erecruitment@treasury.gov.za). The National Treasury is compliant with the requirements of POPIA.

## MANAGEMENT ECHELON

<b><u>POST 45/111</u></b>	:	<b><u>CHIEF DIRECTOR: TAX LEGISLATIVE DRAFTING REF NO: S120/2025</u></b> Division: Office of The General-Counsel (OGC) Purpose: Oversee drafting and scrutiny of all tax and other revenue legislation and its legislative processes, including stakeholder engagement, comments on draft legislation impacting on all revenue legislation and advising on the interpretation of revenue legislation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum, (all-inclusive) Pretoria A Grade 12 is required coupled with a minimum of Bachelor's degree in Law or LLB (equivalent to NQF level 7). A postgraduate qualification/ LLM in Tax law and completion of a legislative drafting course will be an added advantage. A minimum of 5 years' experience at a senior managerial level obtained in legislative drafting and other documents and the broader legal environment. Knowledge and experience in constitutional law and interpretation of statutes. Experience in the Executive's and Parliament's processes for considering draft legislation. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	Oversee Drafting and Scrutiny of Tax and other Revenue Legislation: Oversee and develop key design measures for the drafting of new and amendment tax and other revenue legislation and oversee and draft the legislation. Manage the scrutinization of draft revenue legislation prepared by another institution (e.g. SARS). Following the stakeholder consultation, oversee the drafting of, and draft, resultant amendments to draft revenue legislation. Oversee the editing and document control of legislative documents for sound and clear revenue legislation. Ensure the facilitation of the translation of draft tax and other revenue Bills into another official language. Manage Revenue Legislative Process Engagement: Lead in the stakeholder consultation engagements on legal aspects. Manage the coordination of drafting inputs from key stakeholders, e.g. SARS and tax practitioners. Ensure the facilitation of the scrutiny of draft revenue legislation by the Office of the Chief State Law Adviser (Department of Justice & Constitutional Development) and liaising with Parliamentary Legal Advisers. Oversee engagement schedule on drafting co-ordination within the National Treasury, Executive and Parliament. Lead the Parliamentary process on tax and other revenue Bills on legal aspects. Oversee Drafting and Scrutiny of Legal Instruments issued under Tax and other Revenue Legislation, and Comment on draft Legislation having implications for Revenue Legislation: Oversee the drafting of, and draft, regulations, notices and other legal instruments to be issued by the National Treasury or the Minister of Finance. Oversee the scrutiny of, and scrutinise, regulations, notices and other legal instruments to be issued by the National Treasury or the Minister of Finance prepared by other institutions (e.g. SARS). Ensure the alignment of the editing and document control of legislative documents for the legal instrument to be issued by the National Treasury or the Minister of Finance. Co-ordinate and provide inputs on draft legislation, having implications for tax and other revenue legislation, initiated by other national departments submitted to the National Treasury for input. Supervise Interpretation of Tax and other Revenue Legislation: Oversee advice, and advise, on the interpretation of tax and other revenue legislation to internal and external stakeholders. Oversee liaison, and liaise, with other units in National Treasury or another institution that should be consulted on interpretation. Oversee the facilitation of opinions on interpretation of tax and other revenue legislation from Office of the Chief State Law Advisers or private legal practitioners.
<b><u>ENQUIRIES</u></b>	:	enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>

## OTHER POST

<b><u>POST 45/112</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC PROCUREMENT NORMS AND STANDARDS REF NO: S083/2025</u></b> Division: Office Of Chief Procurement Officer (OCPO) Purpose: To assist in the research, design and development of a public procurement regulatory framework to promote uniformity, standardisation, integrity and transparency in the procurement system for all spheres of government and provide policy rollout and support on interpretation of policy prescripts.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1059 105 per annum, (all-inclusive) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelors degree (equivalent to NQF level 7) in Supply Chain Management or Procurement or Bachelor of Commerce in Law (LLB) or a Bachelor of Commerce in Economics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a supply chain management environment. Knowledge and experience of the public procurement legislative and regulatory frameworks. Knowledge and experience in policy development and formulation.
<b><u>DUTIES</u></b>	:	Public Procurement Policy Development: Contribute to the research, design and development of a public procurement regulatory framework in line with relevant public procurement prescripts by assisting in: comparative research on international and domestic best practices. Drafting public procurement discussion papers, options analyses, and policy proposals; Drafting of regulations, guidelines, and model tools to give effect to statutory provisions. Contribute to the development and review of regulations, instructions, and circulars to operationalise public procurement prescripts by: Translating policy objectives into practical and legally sound regulatory instruments; Ensuring alignment with: The Constitution of the Republic of South Africa, 1996, The Public Procurement Act (when in operation), Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, Municipal Supply Chain Management Regulations, Preferential Procurement Policy Framework Act, Preferential Procurement Regulations; Relevant Public Procurement Case Law, Support stakeholder consultation and public participation processes in policy development by Coordinating consultation workshops, written submissions, and intergovernmental forums; and Support the consolidation of stakeholder inputs into policy refinement. Assist in the drafting of submissions, reports, and recommendations for decision-making to executive management by Contributing to evidence-based and legally defensible proposals. Public Procurement Policy rollout and support: Provide interpretive guidance and policy advice to procuring institutions on the application of public procurement prescripts by: Preparing advisory communication and FAQs to address implementation queries; and Ensuring consistent interpretation across procuring institutions. Facilitate the policy rollout through induction workshops and stakeholder engagements by: Assisting in the development of induction materials on new prescripts and Presenting at workshops and briefing sessions for public procurement officials and other stakeholders. Public Procurement norms and standards: Contribute to the development of public procurement specific norms and standards including: Codes of Conduct for persons involved in procurement (such members of the Tribunal, bid committee members, officials, bidders); Differentiated guidelines; Differentiated model procurement policies; Bid documents considering the different sectors and industries. Public Procurement Knowledge and Information Management: Monitor and evaluate the impact of procurement regulatory policy by: Collecting and analysing feedback from procuring institutions; Engaging with other stakeholders to solicit information; and Identifying gaps, unintended consequences, or areas requiring amendment.
<b><u>ENQUIRIES</u></b>	:	enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>

### INTERNSHIP PROGRAMME 01 APRIL 2026 – 31 MARCH 2028 PERIOD: 24 MONTHS

<b><u>APPLICATIONS</u></b>	:	<a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>
<b><u>CLOSING DATE</u></b>	:	12 January 2026 at 12:00 pm (midday)

**NOTE** : Purpose: Our 24-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications. Division: Various Divisions Within The National Treasury

#### OTHER POSTS

**POST 45/113** : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**  
Chief Directorate: Liability Management

**STIPEND** : R134 749 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Diploma Marketing Management  
**ENQUIRIES** : enquiries only [erecruitment@treasury.gov.za](mailto:erecruitment@treasury.gov.za)

**POST 45/114** : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**  
Chief Directorate: Financial Operations – Systems Integration

**STIPEND** : R134 749 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : BSc Computer Science  
**ENQUIRIES** : enquiries only [erecruitment@treasury.gov.za](mailto:erecruitment@treasury.gov.za)

**POST 45/115** : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**  
Chief Directorate: Financial Operations – Accounting Information

**STIPEND** : R134 749 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : BCom/Honours Accounting BCom/Honours/Masters Financial Management  
**ENQUIRIES** : enquiries only [erecruitment@treasury.gov.za](mailto:erecruitment@treasury.gov.za)

**POST 45/116** : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**  
Chief Directorate: Public Entities Shareholder Oversight

**STIPEND** : R134 749 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : BCom Development Finance BCom Development  
Economics/Finance/Accounting  
**ENQUIRIES** : enquiries only [erecruitment@treasury.gov.za](mailto:erecruitment@treasury.gov.za)

**POST 45/117** : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**  
Chief Directorate: State Owned Entities Oversight – Water, Energy & Telecoms

**STIPEND** : R134 749 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : BCom/Honours/Masters Finance BCom/Honours Accounting  
**ENQUIRIES** : enquiries only [erecruitment@treasury.gov.za](mailto:erecruitment@treasury.gov.za)

**POST 45/118** : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**  
Chief Directorate: State Owned Entities Oversight – Investment Analysis

**STIPEND** : R134 749 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor of Business Science Finance BCom/Honours Accounting  
**ENQUIRIES** : enquiries only [erecruitment@treasury.gov.za](mailto:erecruitment@treasury.gov.za)

**POST 45/119** : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**  
Chief Directorate: Strategy & Risk Management

**STIPEND** : R134 749 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : BCom/Honours/Masters Financial Accounting/Financial Risk  
Management/Financial Management  
**ENQUIRIES** : enquiries only [erecruitment@treasury.gov.za](mailto:erecruitment@treasury.gov.za)

<b><u>POST 45/120</u></b>	:	<b><u>BUDGET OFFICE INTERN (X2 POSTS)</u></b> Chief Directorate: Infrastructure Regulation & Assessment
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Honours/Masters Econometrics/Economics BCom Honours/Masters Financial Management/Investment Management Development Finance
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/121</u></b>	:	<b><u>BUDGET OFFICE INTERN (X2 POSTS)</u></b> Chief Directorate: Public Finance Statistics
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BSc/Honours Computer Science/Informatics
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/122</u></b>	:	<b><u>BUDGET OFFICE INTERN (X1 POST)</u></b> Chief Directorate: Industrial Development Co-operation
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Economics BA Development Studies/Public Administration BCom Information Systems Post Graduate Diploma Business Intelligence BSc Data Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/123</u></b>	:	<b><u>CORPORATE SERVICES INTERN (X1 POST)</u></b> Chief Directorate: Communications – Media & External Communications
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma Media Studies/Communication/Communication Studies specialising in social media Diploma Journalism
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/124</u></b>	:	<b><u>CORPORATE SERVICES INTERN (X1 POST)</u></b> Chief Directorate: Communications – Publications, Projects & Events
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/BTech Graphic Design Diploma/BTech Visual Communications
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/125</u></b>	:	<b><u>CORPORATE SERVICES INTERN (X2 POSTS)</u></b> Chief Directorate: Information & Communications Technology
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/BTech/BSc Information Technology BSc/Honours/Masters Computer Science
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/126</u></b>	:	<b><u>CORPORATE SERVICES INTERN (X1 POST)</u></b> Chief Directorate: Human Resources Management – Organisation Development
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Social Work BA Psychology
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/127</u></b>	:	<b><u>CORPORATE SERVICES INTERN (X1 POST)</u></b> Chief Directorate: Human Resources Management – HR Planning, Acquisition & Operations
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)



<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/BCom Human Resources Management BCom Industrial Psychology
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/128</u></b>	:	<b><u>CORPORATE SERVICES INTERN (X1 POST)</u></b> Chief Directorate: Human Resources Management – Talent Management
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma Human Resources Development Diploma Human Resources Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/129</u></b>	:	<b><u>CORPORATE SERVICES INTERN (X2 POSTS)</u></b> Chief Directorate: Human Resources Management – Service Delivery
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/BTech/BCom Human Resources Management Diploma/BTech/BA Public Management/Public Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/130</u></b>	:	<b><u>CORPORATE SERVICES INTERN (X2 POSTS)</u></b> Chief Directorate: Facilities Management
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma Administrative Management Diploma Office Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/131</u></b>	:	<b><u>ECONOMIC POLICY &amp; INTERNATIONAL COOPERATION INTERN (X1 POST)</u></b> Chief Directorate: Modelling & Forecasting
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Honours/Masters Econometrics BCom Honours/Masters Economics
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/132</u></b>	:	<b><u>INTERGOVERNMENTAL RELATIONS INTERN (X4 POSTS)</u></b> Chief Directorate: Provincial Budget Analysis
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom/Honours/Masters Accounting/Economics/Financial Management BSc/Honours/Masters Data Science/Computer Science BSc/Honours/Masters Mathematics/Statistics
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/133</u></b>	:	<b><u>INTERGOVERNMENTAL RELATIONS INTERN (X1 POST)</u></b> Chief Directorate: MFMA Implementation – Regulatory Oversight
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB /Diploma Paralegal
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/134</u></b>	:	<b><u>INTERGOVERNMENTAL RELATIONS INTERN (X2 POSTS)</u></b> Chief Directorate: MFMA Implementation
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Economics/Information Systems BA Public Management BSc Computer Science
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>

<b><u>POST 45/135</u></b>	:	<b><u>INTERGOVERNMENTAL RELATIONS INTERN (X2 POSTS)</u></b> Chief Directorate: MFMA Implementation – LGFMG
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Accounting BCom Honours Financial Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/136</u></b>	:	<b><u>INTERGOVERNMENTAL RELATIONS INTERN (X4 POSTS)</u></b> Chief Directorate: Local Government Budget Analysis
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Accounting BSc/Honours/Masters Data Management/Informatics/Computer Science BCom Honours Financial Accounting
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/137</u></b>	:	<b><u>OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X2 POSTS)</u></b> Chief Directorate: Specialised Audit Services
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom/Honours/Masters Internal Audit BA Forensic Science & Technology Postgraduate Diploma Forensic Auditing Postgraduate Diploma Forensic Investigation & Criminal Justice Postgraduate Investigative & Forensic Accounting
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/138</u></b>	:	<b><u>OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X1 POST)</u></b> Chief Directorate: MFMA Capacity Building & Training
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Internal Audit BCom Accounting
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/139</u></b>	:	<b><u>OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X1 POST)</u></b> Chief Directorate: PFMA – Regulatory Oversight
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Commerce BCom/Finance/Public Finance BCom Accounting/Economics
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/140</u></b>	:	<b><u>OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X1 POST)</u></b> Chief Directorate: PFMA – Regulatory Environment
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Public Finance/Law
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/141</u></b>	:	<b><u>OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X2 POSTS)</u></b> Chief Directorate: Accounting Support & Reporting
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/BCom Accounting Diploma/BCom Financial Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/142</u></b>	:	<b><u>OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)</u></b> Chief Directorate: Public Procurement
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	BCom Economics/Supply Chain Management/Public Procurement Diploma/BTech Logistics/Purchasing Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/143</u></b>	:	<b><u>OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)</u></b> Chief Directorate: SCM ICT - Central Supplier Database
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Honours/Masters Information Systems BSc Honours/Masters Computer Science
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/144</u></b>	:	<b><u>OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)</u></b> Chief Directorate: SCM Governance Monitoring & Compliance
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Supply Chain Management BA Public Management/Public Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/145</u></b>	:	<b><u>OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)</u></b> Chief Directorate: Office of the CPO
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Public Administration Diploma Public Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/146</u></b>	:	<b><u>OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X2 POSTS)</u></b> Chief Directorate: Strategic Procurement
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/BCom Logistics/Supply Chain Management/Purchasing Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/147</u></b>	:	<b><u>OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X2 POSTS)</u></b> Chief Directorate: Transversal Contracting
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BSc/BCom Data Science BCom Accounting/Economics/Supply Chain Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/148</u></b>	:	<b><u>OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)</u></b> Chief Directorate: SCM ICT – IFMS
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Information Systems BSc Computer Science
<b><u>ENQUIRIES</u></b>	:	Only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/149</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN ( X1 POST)</u></b> Chief Directorate: Strategic Projects Monitoring & Evaluation
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BA / Honours / Masters Public Administration / Public Management BA Public Administration / Public Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>

<b><u>POST 45/150</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POST)</u></b> Chief Directorate: Financial Management – Office of the CFO
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Accounting BCom Financial Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/151</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POST)</u></b> Chief Directorate: Financial Management – Financial Accounting
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Accounting BCom Financial Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/152</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POST)</u></b> Chief Directorate: Financial Management – Management Accounting (Budgets)
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Management Accounting/ Financial Management BCom Accounting/Financial Accounting
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/153</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POSTS)</u></b> Chief Directorate: Financial Management – Management Accounting (Assets)
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Accounting BCom Supply Chain Management
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/154</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN (X4 POSTS)</u></b> Chief Directorate: Supply Chain Management
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Supply Chain Management BCom Logistics
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/155</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN X2 POSTS</u></b> Chief Directorate: Chief Risk Officer
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Risk Management/Internal Audit/Financial Management/Law Bachelor of Public Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/156</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN (X2 POSTS)</u></b> Chief Directorate: Internal Audit – Regularity Audit
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/BCom Internal Audit Diploma/BCom Accounting
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/157</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL INTERN ( X2 POSTS)</u></b> Chief Directorate: Internal Audit – Performance Audit
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/BCom Internal Audit Diploma/BCom Accounting
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>

<b><u>POST 45/158</u></b>	:	<b><u>OFFICE OF THE GENERAL COUNSEL INTERN (X2 POSTS)</u></b> Chief Directorate: Tax Legislative Drafting
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Law/LLB/LLM BA Law
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/159</u></b>	:	<b><u>OFFICE OF THE GENERAL COUNSEL INTERN (X1 POST)</u></b> Chief Directorate: Legislative Services - Fiscal and Intergovernmental Relations
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB Masters Law
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/160</u></b>	:	<b><u>OFFICE OF THE GENERAL COUNSEL INTERN (X1 POST)</u></b> Chief Directorate: Legislative Services - Legislative Drafting
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/161</u></b>	:	<b><u>OFFICE OF THE GENERAL COUNSEL INTERN (X1 POST)</u></b> Chief Directorate: Legal Services
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/162</u></b>	:	<b><u>OFFICE OF THE GENERAL COUNSEL INTERN (X1 POST)</u></b> Chief Directorate: Office of the General Counsel
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/163</u></b>	:	<b><u>PUBLIC FINANCE INTERN (X2 POSTS)</u></b> Chief Directorate: Economic Services
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Honours Economics BA Honours Public Policy
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/164</u></b>	:	<b><u>PUBLIC FINANCE INTERN (X1 POST)</u></b> Chief Directorate: Justice & Protection Services
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Honours/Masters Economics BA Honours/Masters Public Policy BSocSci Honours/Masters Public Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/165</u></b>	:	<b><u>PUBLIC FINANCE INTERN (X1 POST)</u></b> Chief Directorate: Admin Services - Governance & Administration
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Commerce BSocSci Honours/Masters Public Policy/Public Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>

<b><u>POST 45/166</u></b>	:	<b><u>PUBLIC FINANCE INTERN (X1 POST)</u></b> Chief Directorate: Admin Services - Central Governance Administration
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom/Honours/Masters Economics/Public Finance BSocSci Honours/Masters Public Policy/Political Science/Public Administration/Sociology
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/167</u></b>	:	<b><u>PUBLIC FINANCE INTERN (X1 POST)</u></b> Chief Directorate: Admin Services - Financial Administration
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom/Honours/Masters Economics BSocSci Honours/Masters Public Policy/Public Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/168</u></b>	:	<b><u>PUBLIC FINANCE INTERN (X1 POST)</u></b> Chief Directorate: Health & Social Development
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	BCom Honours/Masters Economics BSocSci Honours/Masters Public Policy/Public Administration
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>
<b><u>POST 45/169</u></b>	:	<b><u>TAX &amp; FINANCIAL SECTOR POLICY INTERN (X1 POST)</u></b> Chief Directorate: Indirect Taxes
<b><u>STIPEND</u></b>	:	R134 749 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB/LLM specialising in Tax or Environmental Law BCom Taxation/Law
<b><u>ENQUIRIES</u></b>	:	enquiries only <a href="mailto:erecruitment@treasury.gov.za">erecruitment@treasury.gov.za</a>

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Eastern Cape Provincial Service Centre/Gqeberha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Free State Provincial Service Centre:** 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.
- Gauteng Provincial Service Centre/Johannesburg/Pretoria:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Kwazulu-Natal Provincial Service Centre:** Durban/ Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Sontseu8 & Stalwart Simelane Streets, Durban, 4000.
- Limpopo Provincial Service Centre:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccadd & Bodenstein Street, Polokwane, 0699.
- Mpumalanga Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200
- Northern Cape Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- North West Provincial Service Centre/Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- Western Cape Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town

**CLOSING DATE**  
**NOTE**

- : 22 December 2025
- All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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

#### **OTHER POSTS**

<b><u>POST 45/170</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2025/353/OCJ</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a minimum of a three-year National Diploma in Security and Risk Management/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA., Minimum 5 years' experience of which 3 years should be at ASD/Junior Management level in the relevant field. A valid driver's License, Grade A Private Security Industry Regulation Authority (PSIRA) certificate. 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. Skills and Competencies: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, Knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.
<b><u>DUTIES</u></b>	:	Manage and oversee the effective and efficient use and deployment of resources, manage event security for the Judiciary and the OCJ, manage effective close and static security services to the Judiciary, Manage security assessments, investigations and recommend measures for the Judiciary, Manage the Sub Directorate.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries, Mr N Naidoo Tel No: (010) 493 2649 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771



<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email to: <a href="mailto:2025/353/OCJ@judiciary.org.za">2025/353/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<b><u>POST 45/171</u></b>	:	<b><u>CHIEF REGISTRAR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R586 956 – R 1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<b><u>CENTRE</u></b>	:	Gauteng Division of The High Court: Johannesburg Ref No: 2025/369/OCJ Gauteng Division of The High Court: Pretoria Ref No: 2025/370/OCJ
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of an LLB Degree or a Four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience and must be gained as a Registrar, A valid driver's license. An LLM Degree will serve as an added advantage. 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. 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. Skills and competencies: Computer literacy; Excellent communication skills (verbal and written). Report writing skills; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organising and Control; Problem solving and decision-making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management.
<b><u>DUTIES</u></b>	:	Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
<b><u>ENQUIRIES</u></b>	:	HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8486 Johannesburg; Ms N Shandu Tel No: (010) 494 6796 Pretoria
<b><u>APPLICATIONS</u></b>	:	<b>Johannesburg:</b> Applications can be sent via email to: <a href="mailto:2025/369/OCJ@judiciary.org.za">2025/369/OCJ@judiciary.org.za</a> <b>Pretoria:</b> Applications can be sent via email to: <a href="mailto:2025/370/OCJ@judiciary.org.za">2025/370/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<b><u>POST 45/172</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICES AND REMUNERATION REF NO: 2025/354/OCJ</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a National Diploma/Degree in Human Resource Management/ Public Management, Personnel Management / Public Administration or equivalent qualification at NQF Level 6, A minimum of three (3) years' experience in Human Resource Management environment of which

1 year should be on supervisory level and Valid driver's license. Introductory to PERSAL Certificate. 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. Skills and Competencies: Knowledge and understanding of the Legislation/Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, knowledge of HRM policies, knowledge of leave absence in the Public Service, GEHS, GEMS, and application of relevant legislative framework such as Public Service Act, 1994, knowledge of HRM related standards, practices, processes and procedure, knowledge of Government Employee Pension Fund, Basic Conditions of employment Act 1997, Batho Pele principle, knowledge of PERSAL System. Computer utilization, analytical thinking, Problem solving skills, Decision making skills, Motivational skills, Planning and analysing skills, Innovative, Leadership, Communication and Management of human resources.

<b><u>DUTIES</u></b>	:	Ensure the administration of conditions of service and benefits for all employees: Ensure the verification and implementation of housing allowance applications received. Facilitate the implementation of the acting allowance and 37% in lieu of benefits for employees appointed on contract. Ensure the processing of relocations and resettlements benefits. Ensure compliance on condition of service and benefits policies and DPSA Directives (PSCBC Resolutions and Frameworks, systems and processes). Facilitate the implementation of long service recognition for employees. Facilitate the implementation of service termination due to resignations, retirements, death and dismissals on PERSAL. facilitate the update of pension management database. Ensure compliance of leave management processes: Ensure the approval of leave transactions on PERSAL. Monitor applications for temporary and permanent incapacity leave and ill health retirement in terms of PILIR processes within the department. Create awareness for management and employees on the implementation of the leave management according to DPSA guidelines, systems and processes) to ensure consistency within OCJ. Promote compliance with management policies and DPSA Directives (PSCBC Resolutions and Frameworks, systems and processes). Provide advice on leave management matters. Facilitate the implementation of new appointments, transfers, promotions, movements and probations: Facilitate the implementation of appointment or transfers of the recommended candidate after selection process on PERSAL. Ensure all appointment / transfer records, in line with the Appointment Check List. Facilitate the implementation of salary structured packages for OSD, MMS and SMS employees. Create awareness for management and employees on appointment processes to ensure timeous appointment on PERSAL. Contribute towards the development of conditions of service and benefits policies in line with legislative frameworks, systems and processes: Conduct research and benchmark in line with best practices. Develop and review the conditions of service and benefits policies in line with Public Service Prescripts and DPSA guidelines. Review all the conditions of service and benefits templates and SOP for approval. Implement conditions of service and benefits policies and Facilitate the dissemination of policies on the OCJ intranet.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries, Mr P Mokoena Tel No: (010) 493 2537 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email to: <a href="mailto:2025/354/OCJ@judiciary.org.za">2025/354/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 45/173** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT (X9 POSTS)**

**SALARY** : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement

**CENTRE** : Gauteng Provincial Service Centre: Johannesburg Ref No: 2025/355/OCJ  
Mpumalanga Provincial Service Centre: Mbombela Ref No: 2025/356/OCJ  
Free State Provincial Service Centre: Bloemfontein Ref No: 2025/357/OCJ  
Northern Cape Provincial Service Centre Kimberley Ref No: 2025/358/OCJ  
Western Cape Provincial Service Centre Cape Town Ref No: 2025/359/OCJ  
KwaZulu Natal Provincial Service Centre: Durban Ref No: 2025/360/OCJ

## **REQUIREMENTS**

Eastern Cape Provincial Service Centre: East London) Ref No: 2025/361/OCJ  
North West Provincial Service Centre: Mmabatho Ref No: 2025/362/OCJ  
Limpopo Provincial Service Centre, Polokwane Ref No: 2025/363/OCJ

Applicants should be in possession of a minimum of a minimum of three-year National Diploma / Degree in the Built Environment, Facilities Management, Facilities Project Management, Property / Real Estate Management at NQF level 6 with 360 credits as recognised by SAQA. A minimum 3 years' experience in relevant field. A valid driver's License. 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. Skills and Competencies: Knowledge of relevant prescripts, application of MISS and MPSS, Administrative Justice Act, Knowledge of Promotion of Access of Information Act, Knowledge of Treasury and PFMA Regulations, Knowledge of Government Immovable Asset Management Plan (GIAMA), Understanding of Occupational Health and Safety Act, no. 85 of 1993, Knowledge of managing fleet assets and related administration; Knowledge of National Archives and Records Services Act and Regulations, Knowledge of document management and filing systems, General Built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.

## **DUTIES**

: Provide effective facilities and auxiliary services management processes and systems at service centres, monitor implementation of facilities Contracts and Services, ensure provision of an efficient maintenance of PSC and Court facilities, Monitor the provision of Infrastructure services, Supervise and develop staff.

## **ENQUIRIES**

: Technical related enquiries, Mr N Naidoo Tel No: (010) 493 2649  
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

## **APPLICATIONS**

: Applications can be sent via email on the below-email addresses:  
Gauteng: [2025/355OCJ@judiciary.org.za](mailto:2025/355OCJ@judiciary.org.za)  
Mpumalanga: [2025/356/OCJ@judiciary.org.za](mailto:2025/356/OCJ@judiciary.org.za)  
Free State: [2025/357/OCJ@judiciary.org.za](mailto:2025/357/OCJ@judiciary.org.za)  
Northern Cape: [2025/358/OCJ@judiciary.org.za](mailto:2025/358/OCJ@judiciary.org.za)  
Western Cape: [2025/359/OCJ@judiciary.org.za](mailto:2025/359/OCJ@judiciary.org.za)  
Kwazulu Natal: [2025/360/OCJ@judiciary.org.za](mailto:2025/360/OCJ@judiciary.org.za)  
Eastern Cape: [2025/361CJ@judiciary.org.za](mailto:2025/361CJ@judiciary.org.za)  
North West: [2025/362/OCJ@judiciary.org.za](mailto:2025/362/OCJ@judiciary.org.za)  
Limpopo: [2025/363/OCJ@judiciary.org.za](mailto:2025/363/OCJ@judiciary.org.za)

## **NOTE**

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

## **POST 45/174**

: **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X3 POSTS)**

## **SALARY**

: R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement

## **CENTRE**

: National Office: Midrand, Ref No: 2025/364/OCJ  
Mpumalanga Provincial Service Centre: Mbombela Ref No: 2025/365/OCJ  
North West Division Provincial Service Centre Mmabatho Ref No: 2025/366/OCJ

## **REQUIREMENTS**

Applicants should be in possession of a minimum of a three-year National Diploma in Security and Risk Management/Policing or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in the relevant field, A valid driver's license, Grade A Private Security Industry Regulation Authority (PSIRA) certificate. 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. Skills and Competencies: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, Knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Computer literacy, Communication skills, Supervisory skills, Decision-making skills, Planning and execution skills, Problem solving and analytical skills, Presentation skills, Research writing skills, Time management skills, Good interpersonal relations,

<b><u>DUTIES</u></b>	:	Republic of South Africa Constitution.
	:	Manage contracted security service provider(s) and ensure compliance with the Service Level Agreement, Conduct security assessments, planning and investigations and recommend measures for improvement, Ensure Compliance to Occupational Health and Safety Act, Manage matters related to integrity management and investigate security breaches., Provide security advisory to management and maintain security value adding consultancy, Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries, Mr N Naidoo, Tel No: (010) 493 2649
	:	HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email on the below-email addresses: National Office: <a href="mailto:2025/364OCJ@judiciary.org.za">2025/364OCJ@judiciary.org.za</a> Mpumalanga: <a href="mailto:2025/365/OCJ@judiciary.org.za">2025/365/OCJ@judiciary.org.za</a> North West: <a href="mailto:2025/366/OCJ@judiciary.org.za">2025/366/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<b><u>POST 45/175</u></b>	:	<b><u>OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2025/367/OCJ</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Gauteng Division of High Court, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a minimum of a three-year National Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification at NQF Level 6 with 360 credits as recognized by SAQA. A minimum of 3 years' relevant experience in an Office Administration environment. A valid driver's license. 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. Skills & Competencies, Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
<b><u>DUTIES</u></b>	:	Manage office of the Judge President at the Gauteng Local Division of the High Court (Johannesburg). Support the Judge President in communication with all Stakeholders. Management, supervise and develop Judge's Secretaries and support staff. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders with the office of the Judge President and that of the Deputy Judge President. Prepare presentations and briefing notes for the Judge President and disseminate the necessary notices and information to all branch heads, within the Division. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President, including but not limited to the collation of reserved judgements statistics for the Division. Ensure the appropriate capacitation of the Office of the Judge President, in relation the handling of the Acting Judge portfolio, including but not limited to the coordination of their acting Judge appointment forms and certificates, handing down of their Judgements, the hearing of their applications for leave to appeal, etc. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special fields.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486
	:	HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email to: <a href="mailto:2025/367/OCJ@judiciary.org.za">2025/367/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

<b><u>POST 45/176</u></b>	:	<b><u>TYPIST REF NO: 2025/368/OCJ</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Eastern Cape Division of The High Court: Gqeberha
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a minimum of a Grade 12 certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. 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. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to detail. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Technical Related: Ms P Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email to: <a href="mailto:2025/368/OCJ@judiciary.org.za">2025/368/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	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 representativity (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.*

<b><u>APPLICATIONS</u></b>	:	You can apply on <a href="http://www.psc.gov.za">www.psc.gov.za</a> 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.
<b><u>FOR ATTENTION</u></b>	:	Mr M Mabuza
<b><u>CLOSING DATE</u></b>	:	22 December 2025; 16h30
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . 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 including SMS shall undertake two pre-entry assessments. 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.

**MANAGEMENT ECHELON**

<b><u>POST 45/177</u></b>	:	<b><u>CHIEF DIRECTOR: GOVERNANCE MONITORING REF NO: CD/GM/12/2025</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate SAQA recognized Bachelor's degree or equivalent qualification (NQF level 7) in the field of Public Management, Public Administration, Social Sciences or Law. A relevant postgraduate qualification will be an added advantage. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) and should be submitted prior to appointment. Five (5) years of experience at a senior managerial level. Extensive experience in evaluation, development of, transformation or reform of, advising on public administration policy, practice, processes, systems, organisation and management. Knowledge and

experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strong research and research supervision skills. Excellent project management and problem-solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Financial Management skills. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).

**DUTIES** : Conduct evaluations of the state of the public service against the principles governing public administration in section 195 of the Constitution. Produce a State of the Public Service report. Provide a diagnosis of key systemic issues affecting the performance of the public service and develop solutions (in the form of normative statements and guidelines) to key problems hampering the performance of the public service. Develop and maintain a data warehouse containing data sets for indicators of the performance of the public service. Manage the chief directorate and provide support the Commission.

**ENQUIRIES** : Ms IL Mathenjwa Tel No: (012) 352 1109

**POST 45/178** : **DIRECTOR: PUBLIC SERVICE COMMISSION SUPPORT REF NO: D/PSCS/12/2025**

**SALARY** : R1 266 714 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% 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.

**CENTRE** : Office Public Service Commission, Pretoria

**REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree/Advance Diploma/ Bachelor of Technology Degree qualification (NQF level 7) in the field of Public Administration / Public Management / Social Science / Development Studies / Development Management / Futures Studies / Governance or related social science fields, or Bachelor of Laws degree or related. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) and should be submitted prior to appointment. Five (5) years of experience at a middle/ senior managerial level. Knowledge and experience in rendering executive Support to governance structures, and executive management. Experience in liaising with Parliament/ Legislature will be an added advantage, experience in developing research proposals and instruments in designing and utilizing appropriate data collection strategies and data collection tools. Good understanding of the PSC Mandate. Excellent planning, organisational and communication skills, excellent research and writing skills. Ability to work across all the levels within the PSC and interact at a Senior level. The successful person should possess strong Strategic Capability Skills, Analysis and leadership Programme, Appropriate experience in project management, Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, research, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply with the CVPs. Good communication and presentation skills. Financial management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License. (with exception of disabled applicants).

**DUTIES** : Coordinate and manage the Public Service Commission governance structures, including Secretariat services. Oversee and manage administrative support to the Commission, including logistical services. Provide Parliamentary liaison and support services. Coordinate international strategic stakeholder relations. Manage human and financial resources of the Directorate.

**ENQUIRIES** : Mr ST Giyose Tel No: (012) 352 1145

<b><u>POST 45/179</u></b>	:	<b><u>DIRECTOR: CONSULTATIVE EVALUATIONS REF NO: D/CE/12/2025</u></b>
<b><u>SALARY</u></b>	:	R1 266 7144 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree/Advance Diploma (NQF level 7) in the field of Social Science, Public Management and/or Administration and Monitoring and Evaluation Five (5) years of experience at a middle/ senior managerial level. Proficiency in research, monitoring and evaluation, Development of Public Administrative Practices, Qualitative Data Management, Data Analysis, Project Planning and Management Experience in conducting service delivery inspections baseline or situational analysis assessments and/or evaluation will be an added advantage A Nyukela certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) and should be submitted prior to appointment Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive and operational level. Appropriate experience in project management and execution of primary research. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm understanding on matters of service delivery (models and processes), research (applied), assessments and evaluation within the Public Service. An understanding of how current public administration management and operational processes comply, or do not comply with the CVPs. Good communication, presentation and writing skills. Financial management skills. Supervisory and appropriate People Management and Empowerment. Client Orientation and Customer Focus and Problem solving, analysis and Knowledge Management. Proven strategic capabilities and leadership, Programme and Project Management and Conflict Resolution. Sufficient Computer Skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint presentation. A Valid Driver's License. (with exception of disabled applicants).
<b><u>DUTIES</u></b>	:	Manage, coordinate and facilitate Service Delivery Inspections (through research, assessment and/or evaluation projects) Provide quality assurance and advisory support for province-based service delivery inspections (and related projects) as required, including the review of proposals, research tools and reports. Conduct and manage research studies on the effectiveness of government support for service delivery to improve its effectiveness Monitor and report on the implementation of the PSC recommendations and directions (quarterly and bi-annually) and contribute to Section 196(4)(e) report .Provide strategic support to the Office and Commission in the execution of the mandate of the PSC Coordination of Chief Directorate Reporting of Performance Management Information.
<b><u>ENQUIRIES</u></b>	:	Ms C Domingo-Swarts Tel No: (012) 352 1289

#### **OTHER POSTS**

<b><u>POST 45/180</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE BEST PRACTICE REF NO: DD/HRBP/12/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436.per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (75%/76% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or Advanced Diploma NQF level 7 majoring in Human Resource Management/Human Resource Development/Industrial Psychology. Postgraduate degrees in the above-mentioned qualifications will



be an added advantage. 2-3 years' experience at an Assistant Director or equivalent level (for people outside government) in Human Resources or Research and basic project management. Knowledge of Public Service Human Resource Management Regulatory Frameworks, Public Service Financial Regulatory Frameworks, subordinate legislations, e.g. National Treasury and DPSA laws, regulations and directives. Core Management Competencies: data collection, data analysis, research and project management. Process Competencies: service delivery innovation, communication, problem solving and analysis, client orientation and customer focus, knowledge management. Technical Competencies: qualitative and quantitative research, research report writing skills, analytical skills, stakeholder engagement skills, presentation skills, interpersonal skills, communication skills, planning, organizing and coordinating skills, ability to work under pressure and abnormal hours, ability to work in a complex environment and time bound. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. 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. Females and males are encouraged to apply; preference will be given to coloured, Indian, and white females. Shortlisted candidates will be assessed through an oral interview, practical exercise, and integrity assessments.

**DUTIES** : Research, assess, monitor and evaluate leadership and human resource management practices to enhance evidence-based policy and practice in the public service. Coordinate and support the engagement for Public Service Commission recommendations to promote human resource best practices. Provide strategic advice and review leadership and human resource management processes and practices in the public service. Produce research to produce articles, presentations and/or concept notes, e.g. Pulse, Articles, Keynote speeches/address for Commissioners and presentations to Portfolio Committees, MANCO and other stakeholders.

**ENQUIRIES** : Ms NA Kelengeshe Tel No: (012) 352-1146

**POST 45/181** : **DEPUTY DIRECTOR: PLANNING, MONITORING AND REPORTING REF NO: DD/PMR/12/2025**

**SALARY** : 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.

**CENTRE** : Public Service Commission House, Pretoria

**REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advanced Diploma/Bachelor's degree NQF level 7 in Public Administration/Management/Monitoring and Evaluation/Development studies and Business Management/Administration as recognised by SAQA. 5 years' experience in organisational performance monitoring, reporting and planning and performance auditing. Knowledge and of Treasury Regulations and Planning and Reporting Guidelines, experience in organisational performance reporting, performance auditing, written and verbal communication skills, interpersonal skills, project management and analytical 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).

**DUTIES** : Coordinate and organise PSC Strategic Planning Sessions and Operational Planning Sessions. Develop PSC planning documents for submission to DPME and tabling in Parliament. Coordinate, verify reported performance information and manage the compilation of the quarterly and annual reports. Develop presentations on PSC Planning Documents and Performance Information as and when required. Organise and render Secretariat services to the Management Committee Meetings, (MANCO). Ensure compliance with relevant prescripts.

**ENQUIRIES** : Mr S Maya Tel No: (012) 352-1097

<b><u>POST 45/182</u></b>	:	<b><u>DEPUTY DIRECTOR: PROFESSIONAL ETHICS REF NO: DD/PE/MP/12/2025</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission: Mpumalanga Provincial Office, Mbombela Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree NQF level 7 majoring in Law/Public Administration/Professional Ethics or equivalent qualification. 3-5 years' supervisory experience at Assistant Director level, with particular focus on: Promotion of Professional Ethics, Management of Conflicts of Interest, Conducting of Investigative Research, Integrity and Anti-Corruption activities. Knowledge of People management, practical experience in project management, excellent communication skills, both verbally and in writing, public speaking and presentation skills. Knowledge of handling public management, administration, Human Resource Practices, corporate governance, and financial management. Reasoning skills and the ability to formulate arguments for and against specific positions in writing. 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 willingness to travel extensively.
<b><u>DUTIES</u></b>	:	Promotion of professional ethics in the province through conducting workshops and awareness campaigns relating to ethics frameworks and constitutional values and principles. Facilitate the submission of financial disclosures by all members of the Senior Management Service in the Province. Scrutinize financial disclosures to determine potential and/or actual conflicts of interest. Collate and analyses data on the management of financial misconduct in the province. Draft reports, submissions, memoranda and letters emanating from the performance of the key performance areas. Conduct public administration investigations. Conduct research on professional ethics in the Public Sector. Perform other relevant tasks as assigned by the Provincial Director from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr T Matlhare Tel No: (013) 755-4070/1
<b><u>POST 45/183</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/12/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission House, Pretoria A recognized three-year Bachelor's degree/Diploma (NQF level 7) in Labour Relations/Labour Law/Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVP's. Computer skills in Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated, results orientated and show initiative. Ability to work independently and in matrix teams. Knowledge of people management. Must be in possession of a valid driver's license (with the exception to people with disabilities) and be

		willing to travel extensively and ability to relate well with all levels of stakeholders.
<b><u>DUTIES</u></b>	:	Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management and grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and SharePoint. Manage Labour Relations projects, conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.
<b><u>ENQUIRIES</u></b>	:	Ms Meso/ Mr L Yekwa Tel No: (012) 352 1063/1140
<b><u>POST 45/184</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/FS/12/2025</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission Free State Provincial Office, Bloemfontein A recognized three-year Bachelor's degree/Diploma (NQF level 7) in Labour Relations/Labour Law/Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVP's. Computer skills in Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated, results orientated and show initiative. Ability to work independently and in matrix teams. Knowledge of people management. Possesses a valid driver's license (with the exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.
<b><u>DUTIES</u></b>	:	Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management and grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and SharePoint. Manage Labour Relations projects, conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.
<b><u>ENQUIRIES</u></b>	:	Mr S Mlisana Tel No: (051) 448-8696
<b><u>POST 45/185</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD/PAI/NWPO/12/2025</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission North West Provincial Office, Mmabatho/Mahikeng Ideal candidate's profile: The successful candidate must have an Appropriate recognised National Diploma/Bachelor's degree (NQF level 6/7) in the field of Law/Labour law/Forensic Investigations/Public Administration or Management/Internal Auditing/ Investigation/HRM/Industrial Psychology or relevant equivalent qualifications. 3-4 years' experience at an Assistant

Director level or equivalent level in investigations, Public Administration investigations, forensic investigations, internal auditing, fraud and anti-corruption investigations, financial or human resource management/personnel investigations and experience in the application and interpretation of the regulatory prescripts and case law. Knowledge of the Constitution of the Republic of South Africa 1996, Protection of Personal Information Act, Public Service Act 1994, Public Administration Management Act 2014, Public Service Commission Act 1997, the Promotion of Access to Information Act 2000, Promotion of Administrative Justice Act 2000, Public Finance Management Act 1999, case law, Public Service Regulations 2016 as amended, National Treasury Regulations, Supply Chain Management prescripts. The ability to conduct investigations in respect of personnel and public administration practices. Ability to analyse, interpret and apply legislation, information, policies, etc. Ability to function independently and as part of a team. Ability to work under pressure. Well organised. Investigative, interviewing and analytical skills; Good written and verbal Communication skills. Computer literacy (Ms Word, PowerPoint, Excel and Outlook). Report writing skills. A valid driver's license is required (except for people with disabilities). Knowledge of project management principles. Strategic planning skills. Ability to co-ordinate various activities, actions and persons. Knowledge of Treasury Instructions, Government finances and general budget keeping practices. Financial and Human Resource Management skills. Ability to analyse financial reports. Ability to analyse the procurement process in the Public Service. Good written and verbal communication skills with specific reference to: Conducting interviews, making presentations regarding proposed investigations, including the finding of investigations. Writing reports, submissions, letters and memoranda.

#### **DUTIES**

: Conduct Public Administration Investigations and Personnel Practices complaints lodged with the Public Service Commission. Initiate and conduct own-accord investigations. Conduct investigative research into areas of Public Administration practices Draft reports with appropriate findings, recommendations/directions/ advice Conduct monthly, quarterly and bi-annual monitoring of the implementation of the PSC's recommendations and directions and update relevant databases Maintain Integrated Complaints and Grievance System and monthly complaints database. Compile presentations on investigative reports Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Management of National Anti-Corruption Cases and follow up on cases referred to departments for investigation for feedback. Perform other tasks relating to Professional Ethics, Labour Relations Improvement, Monitoring and Evaluation and Research assigned by the Provincial Director. Perform other ad hoc activities assigned by PSC. Provide support to the Provincial Director and the office through participation in various committees. Human Resources and Financial Management.

#### **ENQUIRIES**

: Mr L Mautlwa Tel No: (018) 384-1000

#### **POST 45/186**

: **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT AND AUXILIARY SERVICES REF NO: ASD/FMAS/12/2025**

#### **SALARY CENTRE REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Public Service Commission House, Pretoria  
: Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree, B. Tech/ Advanced Diploma (NQF 7) in Facilities Management or Property Management. 3-5 years' supervisory experience in facilities management or property management in the public sector, including in the Private sector Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook Good communication and technical skills problem solving, numerical and analytical skills Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and have initiative Ability to work both independently and as part of a team Ability to work under pressure and maintain a high level of confidentiality Must have commitment to transformation An understanding of the Constitutional Values and Principles (CVP s) in Section 195 and how these CVPs contribute towards effective public service delivery An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs Must have a valid driver's license (with exception of disabled applicants).

<b><u>DUTIES</u></b>	:	Provide support in Managing procurement of office accommodation Managing of Facilities and Auxiliary services Supervision of Registry/Record Management, Transport Services and Cleaning services Supervision of Human Resources Develop, implement and review Facilities Management Policies.
<b><u>ENQUIRIES</u></b>	:	Mr Z Tshatshelo Tel No: (012) 352 1106
<b><u>POST 45/187</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: ASD/SS/12/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Public Service Commission House, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree, B. Tech/ Advanced Diploma (NQF 7) in the field of Security Management, must be in a possession of Grade A PSIRA certificate, Completion of SSA Security Advisory Course, 3-5 years' supervisory experience as Senior Security Officer will be an added advantage, including in the private sector advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good communication and should possess technical skills such as Alertness, Attention to detail, Rapid response, Analytical and Critical skills. Problem solving skills. Good interpersonal relations. Must have: Computer Literacy and be assertive, trustworthy, ethical and professional with integrity. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and have initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality Must have Planning and organising, Coaching/Mentoring skills, Communication skills, Customer focus, Policy analysis, Interpersonal Skills, Observation Skills, Time Management Skills, Emotional intelligence skills, Must have Knowledge of Security procedures and Security technologies and a commitment to transformation 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 this post supports the role of the Public Service Commission (PSC) regarding the CVPs Must have a valid driver's license (with exception of disabled applicants).
<b><u>DUTIES</u></b>	:	Administration of personnel, documents, communication, information and physical security Develop and maintain a Security awareness programme Conduct Security Threats and Risk Assessments Forge relations with external security Agencies and other organs of state Develop, implement and review Security Policies Responsible for People Management.
<b><u>ENQUIRIES</u></b>	:	Mr Z Tshatshelo Tel No: (012) 352 1106
<b><u>POST 45/188</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASDPOS/NW/12/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Public Service Commission Northwest Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Ideal Candidate Profile: Senior Certificate/ Grade 12 (NQF Level 4). A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management, Industrial Psychology, Office Administration/Management, Human Resources Management or equivalent relevant qualification 2-3 years' experience as State Administration Officer/Administrative Officer/Personal Assistant or equivalent experience in a related field, including in the private sector 2 – 3 years' experience in M&E and Research/Investigations/Ethics Management at salary level 7/8 or equivalent will serve as added advantage. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations Must be assertive, trustworthy, ethical and professional with integrity Must have effective administrative, organizational and communication skills Must be creative, motivated, self-driven, results-oriented and initiative Ability to work both independently and as part of a team Ability to work under pressure and maintain a high level of confidentiality Must have commitment to transformation 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 this post supports the role of the Public Service Commission (PSC) regarding the CVPs Must have a valid driver's license (with exception of disabled applicants).

<b><u>DUTIES</u></b>	:	Provide support and assist in: Conducting investigations of Grievances and Complaints emanating from the Provincial Departments Handling of cases from National Anti-Corruption Hotline Collecting and Consolidating the six-monthly grievance reports from Provincial Departments Advocacy Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional Values and Principles Governing Public Administration. Professional Ethics Research Projects Service Delivery Inspections Collating information relating to financial misconduct from the Provincial Departments Management of Financial Disclosure Framework in the Province Compiling bi-annual report in the implementation of the PSC recommendations and update system and databases. Attend to ad hoc functions as may be directed by the Provincial Director. Corporate service support (human resources management, financial management-expenditure monitoring), supply chain management, cleaning services, records management, facility management, security services, leave administration, PMDS, petty cash management, management of invoices, gift management, asset management, etc.) to the Provincial Director and Commissioner. Perform any duties assigned by the Provincial Director and participate in various committees.
<b><u>ENQUIRIES</u></b>	:	Mr JL Mautlwa Tel No: (018) 348 1000
<b><u>POST 45/189</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS (1)</u></b> <b><u>REF NO: ASD/PAI/12/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Public Service Commission House, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised National Diploma / Bachelor's degree (NQF level 6) in Law / Auditing / Forensic Investigations / Public Administration / Social Sciences or related field. A minimum of three (3) years' experience in conducting Forensic Investigations / Investigations / Auditing / Fraud and Anti-Corruption regarding personnel and public administration practices. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, the Public Service Commission Act, 1997, the Public Finance Management Act, 1999, the Public Service Regulations, National Treasury Regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite (Word, PowerPoint, Excel and Outlook) Must have a valid driver's license (with exception of disabled applicants).
<b><u>DUTIES</u></b>	:	Conduct investigations into complaints lodged with the PSC regarding personnel and public administration practices. Conduct own accord investigations into areas of personnel and public administration practices. Report on investigations conducted, including own accord investigations. Monitor and report on the implementation of the PSC's recommendations and/or directions. Provide strategic support to the organization in the execution of the mandate of the PSC.
<b><u>ENQUIRIES</u></b>	:	Ms H Sethole Tel No: (012) 352 1226
<b><u>POST 45/190</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: HRP/PMP/12/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Public Service Commission National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate Appropriate (NQF Level 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management or Public Administration. 1 to 3 years' experience in the field. Extensive knowledge and experience of PERSAL. Administration skills Good Communication skills, Interpersonal skills Proven Computer skills in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook Human resource skills Organising skills. Good writing skills Ability to handle confidential information. Records management experience. Conflict management skills.
<b><u>DUTIES</u></b>	:	PERSAL Personnel Controller. Supervise the administration of all Conditions of Service and Employee Benefits. Scheduling and monitoring of applications.

		Supervise staff performance and development. Administration and processing of all Conditions of Service and Employee Benefits.
<b><u>ENQUIRIES</u></b>	:	Ms L Human Tel No: (012) 352-1115
<b><u>POST 45/191</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: SHRP/HRD/12/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Public Service Commission National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate Appropriate (NQF level 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management or Public Administration. Minimum of (1-3) years relevant experience in Human Resource Development field. Demonstrated experience in using PERSAL. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the relevant HR legislation (e.g., Skills Development Act, Labour Relations Act, Employment Equity Act). Knowledge of the PERSAL system and registration of system control change (SCC). Knowledge of the legislative frameworks in the public service. Microsoft Office suite. Protocol, etiquette and diplomacy. Batho Pele Principles. Code of Conduct. Competencies/skills. Strong oral and written communication skills. Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal Attributes: Professionalism. High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy Computer skills (MS Word, MS Excel, MS PowerPoint). Problem solving. Decision making. Interpersonal. Attention to detail. Assertive. Good writing and verbal communication. Honest and ethical. Must possess a driver's license with the exception of people with disabilities.
<b><u>DUTIES</u></b>	:	Management of AET, Internship, Learnership and Workplace Integrated Learning Programmes, Administer SETA-aligned programmes, learnerships, and bursary tracking and administration. Orientation/Re-Oriented of new/existing employees in the OPSC. Implement the Workplace Skills Plan and report on training activities. Assist in the implementation of performance improvement interventions. Assist in identifying training needs through skills audits and performance reviews. Coordinate internal and external training interventions aligned to WSP priorities. Human Resource Management and Mentoring of Interns and Learners. Implementation of Employee Performance Management and Development System. Develop and review HRD policies and Standard Operating Procedures.
<b><u>ENQUIRIES</u></b>	:	Ms MM Mahuma Tel No: (012) 352 1196
<b><u>POST 45/192</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: SHRP/RS/12/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Public Service Commission National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Senior (or equivalent Certificate) or an appropriate recognized National Diploma in Human Resource Management, Human Resource Development or equivalent (NQF level 6). 1 to 3 years' experience in Recruitment and Selection, knowledge of Human resource planning and policy development; personnel administration. At least two (2) years' experience in human resource management field. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of legislative framework governing the public service. Knowledge of PERSAL. Good communication (verbal and written), interpersonal, problem solving, numeracy, literacy, analytical, client oriented, presentation. Computer skills (MS Word, MS Excel, MS PowerPoint) . Problem solving. Decision making. Interpersonal. Attention to detail. Assertive, good writing and verbal communication. Honest and ethical. Must possess a driver's license with the exception of people with disabilities.
<b><u>DUTIES</u></b>	:	Recruitment and Selection, HR provisioning (Recruitment and Selection, Appointments, verification of qualification, and secretariat functions. Human

		Resource Management Practices, Appointments. Develop and Review Policies. Human Resource Planning.
<b><u>ENQUIRIES</u></b>	:	Mr NA Ledwaba Tel No: (012) 352 1196
<b><u>POST 45/193</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: SALARIES REF NO: SSA:S/12/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Public Service Commission House, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognize National Diploma (NQF Level 6) in the field of Financial Management or Management Accounting. 3-5 years working experience in the Salary/Payroll/PAYE Administration, Debtors Administration, Balance Reconciliation, and financial accounting environment in the public service, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good communication and must have technical skills such as: financial, accounting, numeric skills Extensive knowledge and expertise in (3-5 years) of BAS and PERSAL systems and the Standard Chart of Accounts (SCOA), Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management and ability to interpret and apply financial policies. Must possess innovative, initiative, problem-Solving and Analysis skills, Knowledge of other Public Service procedures and prescripts applicable to your area of work, Professional skills; Ability to accept responsibility and produce good quality of work; Good communication skills (written and verbal). Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. 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 this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).
<b><u>DUTIES</u></b>	:	Ensuring control over filing and safe keeping of salary related documents and ensure that payroll reports are distributed and certified correctly and timeously as regulated. Authorise transactions on PERSAL and BAS and compile monthly PERSAL-BAS reconciliation. Ensure that all debtors are managed, reconciled and collected properly and make follow-ups where necessary. Oversee all SARS related PAYE matters and returns, including e-Filing reconciliation and supervise the work performance of direct subordinate.
<b><u>ENQUIRIES</u></b>	:	Mr N Fabricius Tel No: (012) 352 1080
<b><u>POST 45/194</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: FREE STATE PROVINCIAL OFFICE REF NO. SNR/ADMIN/FSPO/12/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of The Public Service Commission, Free State Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). National Diploma/ Diploma or equivalent qualification (NQF level 6) in the field of Social Sciences, Monitoring and Evaluation, Public Administration/Management and/or Development Management. Minimum of 1-3 years' experience of Administration in general. Knowledge: Human Resource Legislation. Public Management Administration. Human Resource Practices. Skills: Planning and Organising skills. Project Management skills. Presentation skills. Report Writing skills. Communication skills.
<b><u>DUTIES</u></b>	:	Supervise and perform supply chain management functions in the province. Oversee and perform asset management functions in the Office. Assist with financial management processes in the province. Oversee the implementation of the records management system and processes. Participate in projects of the Provincial Office and the OPSC in general. Performing any other Ad Hoc functions as determined by the Provincial Director.
<b><u>ENQUIRIES</u></b>	:	Mr S Mlisana Tel No: (051) 448-8696
<b><u>POST 45/195</u></b>	:	<b><u>ADMINISTRATIVE SECRETARY REF NO: ADM SEC/LMP/12/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Public Service Commission House, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate, National Diploma (NQF level 6) in Office Management



		and/Administration and a relevant NQF level 7 qualification will be an added advantage. 3-5 years' experience as a secretary for senior managers. General Administration Knowledge. Knowledge of MS office suite. Good Communication skills. Proven computer skills in the Microsoft Office Suite. Organising skills. Business writing skills. Telephone Etiquette.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render effective and efficient administrative and secretarial support service to the Deputy Director-General: Leadership Management Practices. Manage the administration of the Office of the Deputy Director-General. Manage the Diary of the Deputy Director-General. Act as Liaison with the internal and external Stakeholders. Perform background research for papers, speeches and prepare presentations for the Deputy Director-General. Coordinate planning and reporting for the Branch.
<b><u>ENQUIRIES</u></b>		Dr K Sedibe Tel No: (012) 352 1206
<b><u>POST 45/196</u></b>	:	<b><u>STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: HEAD OFFICE REF NO: SAO/NO/12/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Public Service Commission House, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of Matric/Grade 12 certificate (NQF Level 4). A bachelor's degree (NQF 7) in administration or a National Diploma (NQF 6) in Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Service, of which at least 3 years must involve providing support service to senior management.
<b><u>DUTIES</u></b>	:	Rendering administrative support service to Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for the Commissioner's reporting and cluster commitments. Provide personal support to Commissioner.
<b><u>ENQUIRIES</u></b>	:	Ms N Gwaza Tel No: (021) 418 4901/2
<b><u>POST 45/197</u></b>	:	<b><u>STATE ADMINISTRATION OFFICER: CHIEF DIRECTORATE: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: S/A/O/PAI/12/2025</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Office of The Public Service Commission, Head Office
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Degree/ National Diploma (NQF level 6) in Public Administration / Public Management / Human Resource Management A minimum of three (3) years' experience in administrative work. Knowledge: Knowledge of the Public Service regulatory framework and the application thereof Knowledge of the departmental policies and the application thereof Advance computer Literacy Microsoft Office Operating Systems Operating office equipment Telephone etiquette Office etiquette. Skills Research skills Office administration. Above average typing skills, including minute taking Good stakeholders liaison, interpersonal and communication skills (verbal and written) Planning, coordinating and organizing. Personal Attributes Ability to work independently and efficiently under pressure Approachable/friendly personality Dedication, loyalty, reliability and honesty Sense of responsibility.
<b><u>DUTIES</u></b>	:	Conduct investigations into complaints lodged with the PSC Assist with gathering of data and the management of databases Complete of ad-hoc tasks Coordinate information for relevant Commissioner's cluster departments.
<b><u>ENQUIRIES</u></b>	:	Ms T Mashikinya Tel No: (012) 352 1139
<b><u>POST 45/198</u></b>	:	<b><u>STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: MPUMALANGA PROVINCIAL OFFICE REF NO: SAO/MP/12/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Public Service Commission House, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A bachelor's degree (NQF 7) in administration or a National Diploma (NQF 6) in Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Service, of which at least 3 years must involve providing support service to senior management.

<b><u>DUTIES</u></b>	:	Rendering administrative support service to Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for the Commissioner's reporting and cluster commitments. Provide personal support to Commissioner.
<b><u>ENQUIRIES</u></b>	:	Ms N Gwaza Tel No: (021) 418 4901/2
<b><u>POST 45/199</u></b>	:	<b><u>ADMINISTRATIVE SECRETARY REF NO: ADM SEC/IAC/12/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Public Service Commission House, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate, National Diploma (NQF level 6) in Office Management and/ Administration. 3-5years experience as a secretary for senior managers. General Administration Knowledge. Knowledge of the Microsoft Office Suite, Communication Skills, Organising skills. Business writing skills. Good Interpersonal Skills. Telephone Etiquette.
<b><u>DUTIES</u></b>	:	Render effective and efficient administrative and secretarial support service to the Deputy Director-General: integrity and Anti-Corruption. Manage the administration of the Office of the Deputy Director-General. Manage the Diary of the Deputy Director-General. Review reports and documents submitted to the DDG 's office. Act as Liaison with the Stakeholders. Perform background research for papers, speeches and prepare presentations for the Deputy Director-General.
<b><u>ENQUIRIES</u></b>	:	Mr M Malatsi Tel No: (012) 352 1073
<b><u>POST 45/200</u></b>	:	<b><u>ADMINISTRATIVE SECRETARY GRIII: REF NO: AS/CD/GM/12/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Public Service Commission House, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate. Post matric certificate in Office Administration / Secretarial Support NQF 6 (Diploma) and above in Office Administration / Secretarial Support or related field will be an added advantage. Minimum of 5 years in Office Administration and Secretarial Support. Typing competency experience. Administration skills. General Administration Knowledge. Typing skills. Computer skills. Communications skills. Organization skills and Business writing skills.
<b><u>DUTIES</u></b>	:	Render Effective and efficient administrative and Secretarial Support to the Chief Director and the Directors within the Chief Directorate. Manage the administration of the Office of the Chief Director and the Directorates. Provide administrative support for research, monitoring/evaluation projects and conferences/workshops/round table sessions within the Chief Directorate. Management of the Registry. Provision of logistical support for the whole Chief Directorate. Management of relationships between the components within the Chief Directorate as well as the Chief Directorate's internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Dr N Nleya Tel No: (012) 352 1018
<b><u>POST 45/201</u></b>	:	<b><u>ADMINISTRATIVE SECRETARY GRIII: REF NO: AS/CD/PMP/12/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Office of The Public Service Commission, Head Office
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: Applicants must be in possession of a Senior Certificate. Post matric certificate in Office Administration / Secretarial Support NQF 6 (Diploma) and above in Office Administration / Secretarial Support or related field will be an added advantage. Minimum of 5 years in Office Administration and Secretarial Support. Typing competency experience. Administration skills. Good Communication skills. Interpersonal skills. Proven Computer skills in the Microsoft Office Suite. Typing skills. Organising skills. Business writing skills. Ability to handle confidential information.
<b><u>DUTIES</u></b>	:	Render effective and efficient administrative and Secretarial Support Service to the Chief Director and the Directorates within the Chief Directorate. Manage the administration of the Office of the Chief Director and the Directorates. Provide administrative support for research, monitoring/evaluation projects and conferences/workshops/roundtable sessions within the Chief Directorate. Management of the Registry. Provision of logistical support. Management of

		relationships between the components within the Chief Directorate, internal components and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr B Saki Tel No: (012) 352 1196
<b><u>POST 45/202</u></b>	:	<b><u>DOCUMENT CONTROL CLERK: FINANCIAL MANAGEMENT REF NO: DCC/FM/12/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Public Service Commission House, Pretoria A senior certificate/Grade 12 with accounting will be added as advantages. 0-2 years working experience within Finance (experience of 1-2 working experience within Finance environment will be an added advantage. Knowledge of BAS, LOGIS and PERSAL transversal systems.
<b><u>DUTIES</u></b>	:	Maintain Commitment Register with regard to invoices received internally and externally. Follow-up on all invoices sent out for certification of approval. Compile payments in line with financial prescripts and departmental policies. Ensure that all valid invoices are processed within 30 days. Maintain filing for all processed BAS and LOGIS payments. Attend to all requests for information received from Auditor-General of South Africa in relation to payment batches.
<b><u>ENQUIRIES</u></b>	:	Mr N Fabricius Tel No: (012) 352 1080
<b><u>POST 45/203</u></b>	:	<b><u>ADMINISTRATIVE SECRETARY REF NO: AS/NWPO/12/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Office of The Public Service Commission North-West Provincial Office, Mmabatho Ideal candidate profile: Applicants must be in possession of a Senior Certificate/Grade 12 (NQF Level 4). Diploma in Office Administration or Public Administration/Management or Secretarial will be an added advantage. Administration skills. Good Communication skills. Interpersonal skills. Computer skills in the Microsoft Office Suite. Typing skills. Organising skills. Business writing skills. Time Management. Attention to detail. Ability to handle confidential information.
<b><u>DUTIES</u></b>	:	Render effective and efficient administrative, secretarial, research and liaison support service to the Provincial Director and the component. Management of the registry (correspondence, filing, document preparation). Provide logistical support to the Provincial Director and the component. Management of stakeholder relations between the components and the Provincial Director, internal and external stakeholders. Manage Provincial Director's diary. Management of reception area. Management of petty cash. Perform any duties assigned by the Provincial Director.
<b><u>ENQUIRIES</u></b>	:	Mr L Mautlwa Tel No: (018) 384-1000
<b><u>POST 45/204</u></b>	:	<b><u>ADMINISTRATIVE SECRETARY REF NO: AS/WCPO/12/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Office of The Public Service Commission Western Cape, Cape Town Ideal candidate profile: Applicants must be in possession of a Senior Certificate Diploma in Office Administration or Public Administration/Management or Secretarial will be an added advantage Typing competency and experience Administration skills Good Communication skills, Interpersonal skills. Proven Computer skills in the Microsoft Office Suite Typing skills Organising skills Business writing skills Ability to handle confidential information.
<b><u>DUTIES</u></b>	:	Render effective and efficient administrative and secretarial support service to the Provincial Director. Management of the registry (incoming and outgoing correspondence). Managing Provincial Director's Diary. Provide logistical services to the Provincial Director and components. Management of relationships between the components and the Provincial Director, internal and external stakeholders. Manage records of the office. Manage reception and switchboard of the office. Control of petty cash.
<b><u>ENQUIRIES</u></b>	:	Mr M Pretorius Tel No: (021) 421 3980

## DEPARTMENT OF SOCIAL DEVELOPMENT

***It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.***

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: Executive Director – [e-recruit.ED@dsd.gov.za](mailto:e-recruit.ED@dsd.gov.za); Director: Financial, Compliance and IT Audits - [e-recruit.FCIA@dsd.gov.za](mailto:e-recruit.FCIA@dsd.gov.za)
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 23 December 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment for SMS posts (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 tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

<b><u>POST 45/205</u></b>	:	<b><u>EXECUTIVE DIRECTOR: INSPECTORATE REF NO: A/Q1/2025</u></b> (5-Year Fixed Term Contract) Inspectorate for Social Assistance (This is a readvertisement and applicants who applied previously need not reapply as they will be considered)
<b><u>SALARY</u></b>	:	R1 813 182 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria A qualification at NQF Level 8 as recognized by SAQA in the field of Public Administration/ Management or Business Administration/ Management or Legal Studies or Forensic Accounting Plus a minimum of 8 years' experience at senior management level. Knowledge of Social Assistance and Regulations, SASSA Act and PREECA Act. Knowledge and understanding of the Social Security Framework. Knowledge of matters related to strategic planning, risk management and monitoring and evaluation. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Information and knowledge management skills. Communication (written and verbal) skills. Service delivery innovation skills. Problem solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Law enforcement. Investigative. Legal skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Independent thinker. Ability to work in a team and independently. Adaptability. Confidentiality. Cost consciousness. Honesty, integrity and ethics. Emotional intelligence. Ability to evaluate/ analyze information. Strategic awareness. Customer service oriented and focus. Accountability. Ability to exercise appropriate judgement. Diplomacy. Independent thinking. Honesty and integrity. Assertiveness.
<b><u>DUTIES</u></b>	:	Accountable for the overall management and administration of the Inspectorate for Social Assistance. Oversee investigations of fraud, corruption and service mismanagement relating to social assistance administered by SASSA. Oversee financial audits and audits on compliance with regulatory and policy measures and instruments relating to social assistance. Oversee and manage the establishment of an effective complaints mechanism. Generally ensure the integrity of the social assistance framework and systems as envisaged in Chapter 4 of the Social Assistance Act, 2004 as amended.
<b><u>ENQUIRIES</u></b>	:	Mr FP Netshipale Tel No: (012) 312 7662/ 7556
<b><u>POST 45/206</u></b>	:	<b><u>DIRECTOR: FINANCIAL, COMPLIANCE AND IT AUDITS REF NO: B/Q1/2025</u></b> Chief Directorate: Internal Audit Services
<b><u>SALARY</u></b>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Auditing/ Internal Auditing recognised by SAQA Plus 5 years' experience at middle/ senior management in the relevant field. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of standards set by the Institute of Internal Auditors (IIA). Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of PFMA. Knowledge and understanding of legal compliance, good governance and financial management. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge of

corporate governance. Knowledge and understanding of General Acceptance Accounting Practice (GAAP). Knowledge and understanding of International Financial Reporting Standards (FRS). Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

**DUTIES**

: Develop and implement internal audit policies, strategies, methodologies and procedures in line with the Institute of Internal Auditors (IIA) and relevant public service legislations. Manage the provision of the IT and Financial audits in accordance with IIA standards, professional ethics and relevant regulatory frameworks to ensure the attainment of the overall strategic objectives. Manage the delivery of quality audit reports. Provide technical support to the Audit Committee to enable the Committee to meet its objectives. Manage the assessment on the implementation of audit recommendations and the impact of the corrective actions taken by management on the deficiencies identified by the audits. Manage and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.

**ENQUIRIES**  
**NOTE**

: Mr A Mudau Tel No: (012) 312-7304/ 7085  
: In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

**DEPARTMENT OF TOURISM**

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

- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 22 December 2025 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. Electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. 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](http://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 refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

**MANAGEMENT ECHELON**

- POST 45/207** : **CHIEF DIRECTOR: DESTINATION PLANNING AND INVESTMENT CO-ORDINATION REF NO: DT30/2025**  
The purpose of this role is to manage destination planning, investment co-ordination and project management practices for tourism infrastructure to support the current and future growth of the tourism sector.
- SALARY** : R1 494 900 per annum, (an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.)
- CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	A minimum SAQA recognised qualification at NQF level 7 in Tourism Management/Development Planning/Town & Regional Planning/Geography or related field. A minimum of 5 years' experience in a Senior Management position. Project management experience is an added advantage. Essential Skills and Knowledge: The ideal candidate should have knowledge of policy formulation and implementation, public sector planning, investment facilitation, project implementation, the PFMA, project management prescripts, and various labour laws. The role requires strong programme and project management, leadership, strategic and analytical thinking, stakeholder management, and high-level computer literacy. Other essential skills include financial management, problem-solving, and communication, especially writing skills. This role involves extensive interaction with various stakeholders, including internal groups like top and senior management, legal services, and the Chief Financial Officer. External contacts include other government departments, local and provincial tourism departments, private sector organizations, development funding institutions and communities. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The candidate must complete the SMS pre-entry certificate prior to any appointment.
<b><u>DUTIES</u></b>	:	Reporting to the Deputy Director-General: Destination Development, the successful candidate will also manage the following Directorates: Tourism Destination Planning, Tourism Investment Co-Ordination and Facilitation, and Programme Co-ordination. The Chief Director will be responsible for providing strategic leadership and direction to the Chief Directorate, ensuring alignment with departmental objectives. Key functions include: Provide planning support for the co-ordination of tourism destination products. This includes managing destination competitiveness and analysis, as well as creating and maintaining tourism spatial information and data management. Co-ordinate and promote a tourism investment portfolio: You will be responsible for co-ordinating the promotion of investment into prioritized projects, managing investor relations, and facilitating investment processes. Provide project management and administration support for tourism programs: This involves planning for prioritized projects related to tourism infrastructure, products, and route development. You will also monitor project implementation and co-ordinate reporting on these projects. Manage all the resources, operations, systems, and processes of the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Dr. S Chettiar email: <a href="mailto:schettiar@tourism.gov.za">schettiar@tourism.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Recruitment30@tourism.gov.za">Recruitment30@tourism.gov.za</a>
<b><u>NOTE</u></b>	:	EE African and Coloured Females and People living with Disabilities are encouraged to apply.
<b><u>POST 45/208</u></b>	:	<b><u>DIRECTOR: TOURISM INVESTMENT CO-ORDINATION REF NO: DT31/2025</u></b> The purpose of this role is to co-ordinate and promote tourism investment portfolio.
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum SAQA recognised qualification at NQF level 7 in Economics/Business Studies or related field. A minimum of 5 years' experience in a Middle/Senior Managerial level in investment facilitation, promotion, economic diplomacy, or investor stakeholder relations. Essential Skills and Knowledge: Knowledge of tourism management and development, the economic environment, and the investment environment. Essential skills include project management, stakeholder management, strategic planning, financial management, and human resource management. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The



		candidate must complete the SMS pre-entry certificate prior to any appointment.
<b><u>DUTIES</u></b>	:	Reporting to the Chief Director: Destination Planning and Investment Co-ordination, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Coordinate Investment Promotion: Compile an investment project portfolio and conduct project appraisals. Market investment opportunities. Facilitate and manage strategic funding partnerships. Manage Investor Relations: Maintain a pipeline of investment projects. Facilitate investments with all three spheres of government and the private sector. Provide aftercare services to both new and existing investors. Manage all the resources, operations, systems, and processes of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Dr. N Sefoko email: <a href="mailto:nsefoko@tourism.gov.za">nsefoko@tourism.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Recruitment31@tourism.gov.za">Recruitment31@tourism.gov.za</a>
<b><u>NOTE</u></b>	:	EE African and Coloured Females and People living with Disabilities are encouraged to apply.
<b><u>POST 45/209</u></b>	:	<b><u>DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS REF NO: DT32/2025</u></b> The purpose of this role is to manage the analysis and development of tourism policy frameworks and regulations.
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum SAQA recognised qualification at NQF level 7 in Public Policy, Tourism, Development Studies, or a related field is required. A postgraduate qualification is an added advantage. A minimum of 5 years' experience in a Middle/Senior Managerial level in a policy environment. Essential Skills and Knowledge: Understanding of policy development processes, the political and economic context, public service systems, PFMA, and other relevant legislation. The role requires strategic thinking, problem-solving, strong presentation skills, communication, facilitation, interpersonal abilities, critical thinking, analytical skills, and good report writing skills. The ability to manage conflicts, along with flexibility, adaptability, and emotional intelligence, is also important. Competencies in project management, stakeholder management, and the management of human and financial resources are necessary. The role involves interaction with a wide range of internal and external stakeholders i.e. Internal: Ministry, Management Committees, Branches, Chief Directorates, Directorates, and Sub-Directorates & External: International Tourism Organisations, the private sector, relevant national departments and agencies, provincial tourism departments, tourism associations, and local government. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The candidate must complete the SMS pre-entry certificate prior to any appointment.
<b><u>DUTIES</u></b>	:	Reporting to the Chief Director: Policy Planning and Strategy, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Policy Development and Review: Lead policy analysis, develop discussion documents and policy papers, conduct policy benchmarking, and prepare policy briefings for top management. Stakeholder Management: Facilitate and chair policy engagements, manage stakeholder expectations, and represent the organization's policy interests in various forums. Policy Analysis: Manage the collection of necessary data, provide policy options based on evidence, and offer rationale for chosen policy options to stakeholders. Policy Approval Process: Lead the development of Socio-economic Impact Assessment reports, secure necessary certificates for policy progression, and present policy proposals to governance clusters. Sectoral Policy Positioning: Track and analyze national policy developments from other sectors that may impact tourism, highlight implications, and generate tourism

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

policy positions. Reporting: Generate progress reports on policy advocacy work and provide progress reports on policy developments to tourism intergovernmental forums. Manage all the resources, operations, systems, and processes of the Directorate.

- : Mr. S Nkala Tel No: (012) 444 6316
- : [Recruitment32@tourism.gov.za](mailto:Recruitment32@tourism.gov.za)
- : African and Coloured Females and People living with Disabilities are encouraged to apply.

**POST 45/210**

- : **DIRECTOR: STRATEGY DEVELOPMENT REF NO: DT33/2025**  
The purpose of this role is to manage the development of sector strategies to stimulate sustainable tourism growth.

**SALARY**

- : R1 266 714 per annum, (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE**  
**REQUIREMENTS**

- : Pretoria
- : A minimum SAQA recognised qualification at NQF level 7 in Public Administration, Tourism, or a related field is required. A post-graduate qualification would be an added advantage. A minimum of 5 years' experience in a Middle/Senior Managerial level within a strategy or policy development environment. Essential Skills and Knowledge: Strong understanding of strategy development and stakeholder management processes, Public Service Systems, PFMA, and other relevant legislation. Strategic thinking and leadership, planning and execution, financial management, communication, and good report writing skills. Ability to analyze operational environments and market trends, and conflict resolution skills. The role involves interaction with both internal and external stakeholders, including the Ministry, various Chief Directorates, and local governments, as well as private/public entities and provincial tourism offices. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate must complete the SMS pre-entry certificate prior to any appointment.

**DUTIES**

- : Reporting to the Chief Director: Policy Planning and Strategy, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Strategy Development: Oversee the development of environmental scan, manage the development and review of the National Tourism Sector Strategy, and conduct benchmarking exercises. Stakeholder Management: Preside over strategy development engagements, manage stakeholder expectations, and represent the organization's strategic interests in intergovernmental forums. Cabinet Approval: Prepare all sector strategy documents for the Cabinet cluster process, lead the development of Socio-economic Impact Assessment (SEIAS) reports, and present national strategy proposals to relevant Cabinet clusters. Implementation & Reporting: Ensure alignment of national, provincial, and local tourism strategies, monitor the implementation of the national strategy and related plans, and manage the consolidation of progress reports. Manage all the resources, operations, systems, and processes of the Directorate.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- : Mr. S Nkala Tel No: (012) 444 6316
- : [Recruitment33@tourism.gov.za](mailto:Recruitment33@tourism.gov.za)
- : African and Coloured Females and People living with Disabilities are encouraged to apply.

**INTERNSHIP PROGRAMME: 24 MONTHS (2026/2028)**

**APPLICATIONS**

- : The Department of Tourism offers Internship opportunities to South African graduates who wish to apply in the fields listed below that are in line with the department's core business. Applications must be delivered to the Director General, Tourism House, 17 Trevena Street, Sunnyside, 0002 or posted to Private Bag X424, Pretoria, 0001 or Email address: [internshipadmin2026-28@tourism.gov.za](mailto:internshipadmin2026-28@tourism.gov.za). Applications are invited from candidates in the following disciplines / fields of study:

**CLOSING DATE** : 22 December 2025

**NOTE** : How To Apply? 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Requirements: Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study and who have not been previously employed under any internship programme are invited to apply. Applications must be submitted on a new Z83 form obtainable from any Public Service Department stating the field for which the applicant is applying (from the above list) and attach your modules to your CV. Failure to submit the required documents will result in the application not being considered. Note: Short-listed candidates will be subjected to an interview to determine their suitability. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date, please accept that your application was unsuccessful.

#### **OTHER POSTS**

**POST 45/211** : **GRAPHIC DESIGN / COMMUNICATIONS / JOURNALISM REF NO: DT-INTERN (001)**

**STIPEND** : R7 860.50 per month

**CENTRE** : Pretoria

**REQUIREMENTS** : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.

**ENQUIRIES** : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

**POST 45/212** : **DIGITAL TRANSFORMATION REF NO: DT-INTERN (002)**  
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

**STIPEND** : R7 860.50 per month

**CENTRE** : Pretoria

**REQUIREMENTS** : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.

**ENQUIRIES** : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

**POST 45/213** : **HUMAN RESOURCE MANAGEMENT REF NO: DT-INTERN (003)**  
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

**STIPEND** : R7 860.50 per month

**CENTRE** : Pretoria

**REQUIREMENTS** : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.

**ENQUIRIES** : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

**POST 45/214** : **HUMAN RESOURCE DEVELOPMENT REF NO: DT-INTERN (004)**  
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

**STIPEND** : R7 860.50 per month

**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/215</u></b>	:	<b><u>WORK STUDY/MANAGEMENT SERVICES REF NO: DT-INTERN (005)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/216</u></b>	:	<b><u>INFORMATION COMMUNICATION TECHNOLOGY (COMPUTER SCIENCE) REF NO: DT-INTERN (006)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/217</u></b>	:	<b><u>LLB DEGREE REF NO: DT-INTERN (007)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/218</u></b>	:	<b><u>INTERNAL AUDIT/RISK MANAGEMENT REF NO: DT-INTERN (008)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

<b><u>POST 45/219</u></b>	:	<b><u>BUSINESS ADMINISTRATION/PUBLIC MANAGEMENT REF NO: DT-INTERN (009)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/220</u></b>	:	<b><u>PSYCHOLOGY/SOCIAL WORK REF NO: DT-INTERN (0010)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/221</u></b>	:	<b><u>FINANCIAL MANAGEMENT/ACCOUNTING REF NO: DT-INTERN (0011)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/222</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT REF NO: DT-INTERN (0012)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/223</u></b>	:	<b><u>CONSTRUCTION PROJECT MANAGEMENT REF NO: DT-INTERN (0013)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not

		been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/224</u></b>	:	<b><u>ECONOMICS REF NO: DT-INTERN (0014)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/225</u></b>	:	<b><u>FINANCIAL ANALYSIS REF NO: DT-INTERN (0015)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/226</u></b>	:	<b><u>ECONOMICS AND FINANCIAL INVESTMENT REF NO: DT-INTERN (0016)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/227</u></b>	:	<b><u>POLICY AND DEVELOPMENT STUDIES REF NO: DT-INTERN (0017)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

<b><u>POST 45/228</u></b>	:	<b><u>PUBLIC AND DEVELOPMENT SECTOR MONITORING AND EVALUATION REF NO: DT-INTERN (0018)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/229</u></b>	:	<b><u>INFORMATION SYSTEMS / DATA SCIENCE / SOFTWARE DEVELOPMENT REF NO: DT-INTERN (0019)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/230</u></b>	:	<b><u>INTERNATIONAL RELATIONS REF NO: DT-INTERN (0020)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/231</u></b>	:	<b><u>DEVELOPMENT STUDIES REF NO: DT-INTERN (0021)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
<b><u>ENQUIRIES</u></b>	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
<b><u>POST 45/232</u></b>	:	<b><u>TOURISM MANAGEMENT REF NO: DT-INTERN (0022)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R7 860.50 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not

**ENQUIRIES**

been previously employed under any internship programme, are invited to apply.  
: Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164